

CANDIDATE INFORMATION

EYFS Teaching Assistant

Permanent, Full-time, Term time only.

Independent Day School for over 1100 students
Co-educated Junior School (3-11),
Boys' School (11-16), Girls' School (11-16),
Co-educated Sixth Form (16-18)



DAME ALLAN'S SCHOOLS
building the future

EYFS Teaching Assistant

Based primarily in the Junior Schools' site at Hunter's Moor, working as part of a small team under the overall control of the Head of Junior School, the EYFS Teaching Assistant will be responsible to the Head of Early Years and will liaise with Class Teachers and the SENCO.

Junior School & Nursery Information

Part of the Dame Allan's foundation of schools, Dame Allan's Junior School is an innovative and successful Junior School based near the centre of Newcastle with easy access via public transport or road. Adjoining the city's Town Moor, the Junior School and Nursery is a purpose-built, state of the art facility which opened in September 2012. Nursery, Reception and KS1 occupy the ground floor, as well as the multi-purpose halls and admin area. Our ten KS2 classrooms are situated on the first floor, as well as the learning support room, library and performing arts space. There are extensive playground spaces with a netball court, a MUGA and field space at the east end of the site, all of which have been enhanced by the recent installation of floodlighting. We make very best use of the space available in our six-acre site, which includes woodland and a pond area for children to enjoy our outdoor education programme.



Job Description

Principal Accountabilities:

- To provide a high standard of physical, emotional, social and intellectual care for children in Nursery and Reception classes;
- To give support to teaching staff within Nursery and Reception classes;
- To implement the daily routine in Nursery and Reception classes.

Duties and Responsibilities:

- Assist with teaching of nursery and reception pupils. This may involve listening to children reading; help with language development, working with individual children or small groups, as directed by the teacher;
- Promote pupils' social and emotional development and contribute to the health and well-being of pupils;
- Assist with observations/assessments of pupils' performance and completing profiles and pre-profiles, and transfer information onto computer;
- Contribute to the management of pupils' behaviour;
- Assist pupils with their toileting needs, and to ensure they follow a high standard of hygiene and cleanliness;
- Help prepare classroom for lessons eg paints, activity items, cookery etc;
- Change and refresh wall displays, when required by the teacher;
- Supervise pupils outside in the yard during all playtimes, unless wet play, when supervision will be inside;
- Supervise school trips and educational visits;
- Assist at lunchtimes, helping the pupils to eat their lunches, cut up food and snacks where necessary. Sort milk each morning and refrigerate;
- Put out and put away outdoor toys and equipment to assist in outdoor play. Ensure toys kept in good clean order;
- Escort pupils to after school club on a timely basis;
- Assist with cleaning up after lessons, washing equipment (paint pots, brushes, toys, etc), tables and chairs;
- Undertake general tasks, including filing, photocopying, requisitions, and general administrative tasks;
- Drive the school minibus, if required and have necessary qualification;

- Provision of emergency first aid as and when necessary and contacting emergency services if necessary. Monitor and record any accidents;
- To be involved in out of working hours activities as required, e.g. training, reviews, staff meetings, fundraising events;
- To help with school events, trips and activities;
- Plan and teach an extracurricular club to a group of children in EYFS, if required.

After School Supervision (3.30pm to 6.00pm)

- Assisting with After School Care, ensuring provision of high quality childcare;
- Supervise the serving of snacks/drinks, provided by the catering department;
- Delivering a weekly timetable of events and activities;
- Monitor the quality of games etc, ensuring all pupils have a balanced activity programme;
- Ensuring that all pupils are collected by a parent or an adult known to the Schools;
- Ensuring pupils act in accordance with the published instructions for after school care and particularly for ensuring good order and discipline;
- Ensuring that the After School accommodation is left in good order at the end of each session;
- Organising and overseeing any emergency evacuation of the After School accommodation, if necessary.

Health and Safety:

- Providing emergency first aid (training will be given as necessary) as and when required, using the First Aid bag provided and contacting the School's nurse for assistance as required.
- To comply with Health, Safety, and Hygiene Regulations as laid down within the Schools' policies.

General

- Maintain strict confidentiality of all information belonging to the Schools. It is important, and a condition of employment, that all information of any kind is treated as confidential and not disclosed or used other than as authorised and in the proper performance of the Schools business.
- Take responsibility for their own professional development, continually keep updated and contribute to the Schools as a learning organisation.
- To contribute to the Health and Safety of pupils and other staff in accordance with Health and Safety regulations and DSE legislation.
- Comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Schools.
- Develop constructive relationships and communicate with other agencies/professionals.
- Recognise your own strengths and areas of expertise and use these to advise and support others.
- To undertake any other duties and responsibilities, which do not change the character and purpose of the post as directed by the Principal / Bursar.

Person Specification

The successful applicant should possess the following experience, qualifications and qualities:

- Level 3 or higher qualification;
- Paediatric First Aid qualification is essential, or the willingness to attend training;
- Experience of caring for, or working with, children in the primary age range;
- Good literacy, numeracy and IT skills with good written communication skills;

- Ability to organise activities for children and adhere to defined standards;
- General understanding of child development and learning;
- An understanding of the National Curriculum;
- A commitment to the provision of high quality childcare;
- A positive approach to learning and gaining new skills through teamwork and training;
- Commitment to the highest standards of child protection and safeguarding;
- Recognition of the importance of personal responsibility for health and safety;
- Understanding of health and safety and food hygiene issues.

Personal attributes

- Professional approach to work;
- Good organisational, record keeping and planning skills;
- Well motivated & able to work on own initiative and as part of a team;
- Flexible approach to work;
- Able to communicate effectively with children, colleagues and parents/carers;
- Ability to use own initiative and judgement to solve problems;
- Able to meet the physical demands of the post;
- Flexibility to work outside of normal working hours on occasion, for meetings, training, events etc.;
- Calmness, efficiency, and the ability to work under pressure;
- Awareness of the nature of Dame Allan's School and to be prepared to commit to its all-round ethos;
- A commitment to ongoing personal and professional development where necessary;
- Positive and can do attitude.

Ready to Apply?

1. Please read the Application and Recruitment process on our website along with the Recruitment and Privacy Notice.
2. Complete the [Employment Application form](#).
3. Complete the [Equal Opportunities Monitoring form](#).
4. Email your completed application form along with your covering letter to hr@dameallans.co.uk by the closing date and time.

The closing date for applications is noon on Monday, 25 September 2023.

Terms and Conditions

Hours:

Monday to Friday, 37 hours a week, 09.30 to 17.30, term time only.

Salary:

Competitive.

Benefits:

The Schools operate a fee reduction package for children of staff members, subject to their meeting the Schools' admissions criteria.

All support staff may join our competitive employer contributions Pension Scheme.

All staff receive free school lunches during term time including a wide selection of hot and cold menus every day.

Training opportunities for personal and professional development.

Access to a vibrant and friendly staff community including involvement in a variety of staff wellbeing groups, school trip travel opportunities and sports activities.

Access to an Employee Assistance Programme.

Access to the Cycle to Work scheme.

A formal contract, detailing terms and conditions, will be extended following completion of all safeguarding/pre-employment checks.

Questions

Please direct any questions to the HR department:

Email: HR@dameallans.co.uk

Phone: 0191 275 1500

Thank you for your interest in applying to work at Dame Allan's Schools.

The Schools are committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Excellence. Stability. Happiness. Est 1705.



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RATED EXCELLENT BY THE INDEPENDENT
SCHOOLS INSPECTORATE

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Dame Allan's Schools



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