

ESH WINNING PRIMARY SCHOOL

**Job Description**

**JOB TITLE:** 2-Year-Old Provision Teaching Assistant

**GRADE:** SCP 3-4

**RESPONSIBLE TO:**  Head Teacher/ 2-Year-Old Provision Lead

**MAIN PURPOSE OF THE JOB:** To assist the 2-Year-Old Provision Lead in delivering the curriculum in a safe and purposeful learning environment.

**Main Duties**

* To provide a high standard of physical, emotional, social and intellectual care for children.
* Support the 2-Year-Old Provision Lead to facilitate the active participation of children in the academic and social activities.
* Contribute to raising standards of achievement for all children.
* To implement the daily routine.
* Plan and implement an age-appropriate programme of activities, in conjunction with other staff.
* Washing and changing children as required.
* Regularly evaluate children’s development and keep records as appropriate.
* Liaise with and support parents and other family members.
* Uphold the school’s vision and all safeguarding requirements, including ensuring that children are supervised at all times.
* To ensure the provision of a high-quality environment to meet the needs of individual children at each stage of development.
* To ensure the cleanliness of the environment is maintained to a high standard.

# Support for the 2-Year-Old Provision Lead

* Raising of the strengths and identified areas for concern of individual children.
* Assisting in the monitoring, recording and evaluation of children’s progress, including providing feedback on observations undertaken.
* Assisting in the assessment of individual children and completion of learning journals.
* Liaising with the SENCO and 2-Year-Old Provision Lead to identify the needs of the child.
* Assisting in working in partnership with parents and the 2-Year Old Provision Lead to complete the 2-year-olds Progress Check.
* Assisting in the preparation and review of learning plans including co-ordinating relevant information for learning plans.
* Setting up and using equipment as required to maintain children’s needs and support their participation in learning tasks and activities.
* Providing support by developing effective approaches to manage challenging behaviours to support children to work within the rules and boundaries of the provision.

● Raising the awareness of school staff to pressures on children which may result in challenging behaviours.

* Assisting in the setting of behaviour targets.
* Assisting in compiling and maintaining children’s records to inform future planning.
* Assisting in the review of an Education, Healthcare Plan (if appropriate).
* Carrying out appropriate schemes of work and programmes set by the 2-Year-Old Provision Lead for children and to assist in the preparation of learning materials for this purpose.
* Managing the planning and programming of specific educational activities for the children.
* Assisting in the preparation of work and other activities for children in accordance with objectives set by teaching staff.
* Ensure that school resources are well cared for and appropriately stored.

# Support for the Child

* Using specialist knowledge to support pupils, by demonstrating an in-depth knowledge about the typical development and characteristics of learning for 2-year-olds, including their emotional and physical dependence on adults.
* Being responsive when children need comforting, and provide support appropriate to the individual needs of the child.
* Working with pupils on individual targets set by the SENCo or 2-year-old’s provision lead.
* Supporting all children included in a mainstream setting.
* Supporting the reintegration of children in mainstream education to access the curriculum either on an individual basis or as a member of a small group.
* Assisting in the provision of activities to enable all children to reach their full potential which may involve work outside the school and in the local community.
* Under the direction of 2-year-old Provision Lead or senior colleagues, working independently with an individual child or groups of children, if this is necessary
* Undertaking duties in connection with personal hygiene and welfare of children as directed by the 2-year-old Provision Lead.
* Applying considerable knowledge and understanding of the curriculum, age range, or SEN as determined by the SEN Code of Practice or the particular needs of the children.

● Provide safe, stimulating play to meet the social, linguistic, creative, physical, imaginative, emotional needs of each child.

# Support for the School

* Participating in meetings to review children’s progress and reporting to the meeting as required, on involvement with children.
* Liaising with educational and health specialists, and outside agencies as required Supporting the 2-year-old Provision Lead and Senior Leadership Team in deployment and/or mentoring of trainees.
* Assisting the school in promoting, developing and enhancing its strategies and objectives.
* Contributing to the school’s self-evaluation processes.

# **Professional Values and Practices**

* Having high expectations of all children; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
* Treating children consistently with respect, sensitivity, consideration, and being proactive in their development as learners.
* In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
* Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
* Reflecting upon and seeking to improve personal practice.
* Working within the school’s policies and procedures and being aware of legislation relevant to personal role and responsibility within the school.
* Recognising equal opportunities issues as they arise and responding effectively, following the school’s policies and procedures.
* Building and maintaining successful relationships with pupils, parents/carers and staff.
* Assist in planning the curriculum.
* Inform the Designated Safeguarding Lead (Child Protection) of any concerns.

# **Other**

* To safeguard and actively promote the welfare of children.
* Occasionally provide cover supervision in the absence of the 2-year-old Provision Lead.
* Building and maintaining successful relationships with children, parents/carers and staff.
* To carry out duties in accordance with full regard to the school’s policies and procedures.
* Participating in schemes of assessment, professional development and review.
* Assisting 2-year-old Provision Lead or senior colleagues in escorting pupils home as and when required, as directed by the Senior Leadership Team.
* Attending meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies.
* Being an effective role model for the standards of behaviour expected of children.
* The post-holder is required to respect the confidentiality of matters relating to learners and other members of staff. The post holder must be aware of and comply with the requirements of the Data Protection Act and Freedom of Information Act.
* The post holder must comply with the school’s Health and Safety policies and procedures.
* The post holder is required to undertake any training or CPD necessary or appropriate for the effective discharge of their responsibilities.
* The post-holder will comply with the school’s policies on equality in all areas of activity.
* To undertake such other reasonable duties as may be reasonably required within the school.

Any special conditions of service:

* There is a requirement to undergo an enhanced DBS check.

May 2024.