

JOB DESCRIPTION

Post title:	Early Years Teaching Assistant Level 3
Academy:	Thomas Walling Primary Academy
Reporting to:	Headteacher or other designated Senior Leader
Salary/Pay range:	SCP 8 £25,992 FTE - £22,693 Actual
Hours of work:	37 hours per week Term Time only plus 3 training days

Purpose of Job

To support the inclusion of all pupils in school life through assisting teachers as part of a professional team; contributing to raising standards of pupils' achievement and undertaking a range of teaching and learning activities under the professional direction of a qualified teacher.

Main Duties and Responsibilities

Teaching and Learning activities

- To help pupils make progress in a range of classroom settings, including, working with individuals, small groups and whole classes where the assigned teacher is not present.
- Adopt the Thomas Walling Primary Academy Teaching & Learning model when working with pupils to ensure consistency.
- Have a secure knowledge of any national frameworks; the teaching of phonics and early reading and a good understanding of the expectations of different Key Stages within a primary school.
- To adopt the school's reciprocal behaviour strategies which contribute to a purposeful, inclusive learning environment.
- To organise and manage safely, the physical teaching space and resources for which they are responsible.
- To use ICT effectively to support learning activities and develop pupils' competence and independence in its use, including supporting the school with remote learning should the need arise.
- To support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress and achievement.
- To understand the value of play and how to facilitate this in an Early Years setting.
- To work with teachers and other staff in planning the teaching programme and associated activities.

Planning, Monitoring and Assessment

- Within an agreed system of supervision, plan, implement and evaluate effective learning activities to support the development of pupils' skills, knowledge and learning characteristics, making reasonable adjustments according to pupil responses/needs, as appropriate.
- To support teachers in selecting and preparing teaching resources that meet pupils' needs and interests.
- To support teachers in evaluating pupils' progress through a range of monitoring and assessment activities.
- To maintain and analyse records of pupils' progress.
- To provide feedback to pupils and colleagues on pupils' learning and behaviour.
- To contribute to identifying and to undertake appropriate out of school learning activities, which consolidate and extend work carried out in class

Support for Pupils

- To communicate effectively and sensitively with pupils to support their learning.
- To contribute to, develop and implement Individual Education Support Plans and assess the needs of pupils, using detailed knowledge and specialist skills to support pupils' learning.
- To respond to pupils' individual needs and promote inclusion and acceptance of all pupils in the classroom.
- To work with children to deliver specific interventions or provide cover for the teacher if the teacher plans to deliver an intervention

Other Duties

- To fully support the ethos, aims and vision of the academy.
- To take part in relevant professional development opportunities and school meetings.
- To promote effective children's safeguarding and assist with the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection and reporting concerns to an appropriate person.
- To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- To promote and implement the school's equal opportunities policies in all aspects of employment and service delivery.
- To provide clerical/admin support, e.g. photocopying, typing, filing, collecting money, administering exams etc.
- To supervise groups or a class of pupils alone and participate in general activities including giving sensitive support and intervention in children's play and learning.
- To be responsible for the organisation and maintenance of the classroom and the wider environment, setting out, clearing away and care of resources to create a tidy, purposeful and attractive learning environment.
- Have the knowledge, understanding and skills to support the wider EYFS team and be proactive.
- To attend to sick or injured pupils. May be required to administer medication to pupils by agreement with the jobholder in accordance with the school's policy on this issue.
- Any other duties as may reasonably be requested by the Head of School.
- Assist with lunchtime supervision, where applicable.
- The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2024 where required
- Be confident to follow and comply with the EYFS policies and procedures including intimate care, safeguarding and curriculum expectations.