

WELBOURNE PRIMARY SCHOOL  
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**Job Description: Early Years Teaching Assistant (Scale 4)  
Required as soon as possible**

<b>Job Title:</b>	Early Years Teaching Assistant	
<b>Grade:</b>	Scale – 4 (Level 2)	
<b>Responsible to:</b>	Class Teacher and Senior Leadership Team	
<b>Responsible for</b>	None	
<b>Hours:</b>	36 hours per week	8:30 – 16:30

<b>MAIN PURPOSE OF THE JOB</b>	
To work under the instruction of teachers and senior leaders, to enable access to learning for pupils and to assist the teacher in the management of pupils and the learning environment. Work may be carried out in the classroom or outside the main teaching area.	
<b>SUPPORT FOR PUPILS</b>	
<ul style="list-style-type: none"> <li>• Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities</li> <li>• Assist with the development and implementation of Assess, Plan Do Review targets, EHC plans and Personal Care programmes</li> <li>• Establish constructive relationships with pupils and interact with them according to individual needs</li> <li>• Promote the inclusion and acceptance of all pupils</li> <li>• Encourage pupils to interact with others and engage in activities led by the teacher</li> <li>• Set challenging and demanding expectations and promote self-esteem and independence</li> <li>• Provide feedback to pupils in relation to progress and achievement under guidance of the teacher</li> <li>• Lead activities for children in accordance to their stage of development and individual needs.</li> <li>• Plan and carry out physical/intimate care routines suitable to the age, stage and needs of each child.</li> </ul>	
<b>SUPPORT FOR TEACHERS</b>	
<ul style="list-style-type: none"> <li>• Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work</li> <li>• Use strategies, in liaison with the teacher, to support pupils to achieve learning goals</li> <li>• Assist with the planning of learning activities</li> <li>• Monitor pupils' responses to learning activities and accurately record achievement/progress as directed</li> <li>• Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.</li> <li>• Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour</li> <li>• Establish constructive relationships with parents/carers</li> <li>• Undertake routine assessment of pupils' work</li> <li>• Provide clerical/admin. support e.g. photocopying, filing etc.</li> </ul>	
<b>SUPPORT FOR THE CURRICULUM</b>	

**TOGETHER WE LEARN. TOGETHER WE SUCCEED**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. early years, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

#### *SUPPORT FOR THE SCHOOL*

- Be aware of and comply with 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 difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall vision and ethos of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

#### **Arrangements for appraisal of performance:**

There is an annual appraisal cycle carried out by line managers which seeks to acknowledge success, resolve problems and identify training/development needs.

*Welbourne Primary is committed to safeguarding and promoting the welfare of all children. All appointments are therefore subject to satisfactory references and enhanced DBS checks being obtained.*