



## **Collingwood School**

### **Job Specification**

**Job Title: Early Years Teaching Assistant (part time)**

*This role is currently available for a part time position in the Collingwood School Nursery department. The candidate would be required to work four hours each morning from 8am to 12pm.*

#### **PRINCIPAL RESPONSIBILITIES:**

To provide a high standard of physical, emotional, social and intellectual care for children placed in the Foundation Stage

To support the EYFS teacher to facilitate the active participation of all Foundation Stage children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils.

To give support to other staff in the Foundation Stage and work proactively as part of a collaborative team.

#### **EYFS teaching assistant duties and tasks:**

1. Support the teacher to plan and implement a programme of activities suitable to the age range of children in your area, in conjunction with other members of the EYFS team.
2. Work alongside the teacher to regularly evaluate and assess the children's development and keep an appropriate record on your key children.
3. Assist in the writing of reports to parents, following school procedures to provide information on progress and personal development on individual children.
4. Ensure that all school safeguarding procedures are strictly adhered to with regard to the children in your care.
5. Prepare and complete activities to suit the children's stage of development, working alongside the EYFS lead teacher.
6. To be flexible with the working practices of the nursery/reception. Be prepared to help when other areas of the nursery/reception may be short staffed or with domestic duties, or other duties as specified by the EYFS lead teacher or Head.
8. To ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, specific needs and stages of development

9. To be aware of the high profile of the EYFS and to uphold its standards at all times.

## **PERSON SPECIFICATION**

### **Qualifications**

- NVQ Level 2 or Level 3 or equivalent
- Experience of working with EYFS children in a primary school or nursery setting

### **Knowledge**

- Knowledge of the EYFS curriculum, framework and Early Learning Goals
- Knowledge of relevant safeguarding legislation and guidance in relation to working with, and the protection of, children
- Understanding of child development and learning.

### **Personal Qualities**

- Keen to develop and maintain good and open relationships with pupils, staff, parents, governors and the community
- Positive, optimistic attitude
- Openminded; willingness to consider new ideas and learn
- Assurance of total confidentiality and discretion.

## **TEACHING ASSISTANTS - GENERAL**

Our assistants work under the direct instruction of teaching staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

**In addition, in the role of Teaching Assistant, there would be an expectation to:**

### **SUPPORT FOR PUPILS**

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities planned by the EYFS team
- Encourage pupils to act independently as appropriate

### **SUPPORT FOR THE TEACHER**

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work

- Be aware of pupil problems/progress/achievements and report to the EYFS lead teacher as agreed
- Undertake pupil record keeping as requested by the EYFS lead teacher
- Work collaboratively with the EYFS team in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Provide clerical/admin. support e.g. photocopying, typing, filing, etc.

### **SUPPORT FOR THE CURRICULUM**

- Support pupils to understand instructions
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher 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 ethos/work/aims of the school
- Attend 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 lunchtimes
- Attend out of working hours activities, e.g. training, meetings, summer fair, Open Morning, etc
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

*This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.*