



Harvington C of E First and Nursery School

Job Description EYFS Teaching Assistant - Grade 3

Directly responsible to: Line Manager EYFS Lead

Job Purpose

To work collaboratively with the Nursery lead and EYFS lead in their responsibility for the development and education of children, including those with special education needs, disadvantaged, EAL and/or those who are most able, by utilising detailed knowledge and specialist skills and being fully involved in all stages of the planning cycle.

Outline Responsibilities and Tasks

- To be fully involved in all stages of the planning cycle to ensure full and effective evaluation of children's curriculum experiences. (Planning for children's curriculum experiences, organising and managing learning experiences, assessments and intervention).
- To take responsibility for a key worker group (Nursery).
- Update learning moments via Class dojo portfolios weekly. In Nursery this will be for your key group of children.
- Complete observations, assessments and identify next steps in learning.
- To ensure next steps in learning are identified and activities/interventions in place to ensure progress.
- To inform half termly assessment records and track progress.
- Understand and support independent learning and inclusion of all pupils as required including those with SEND, disadvantaged, EAL and most able.
- Use specialist skills to foster the intellectual and social development of children.
- Actively engage in the delivery of the educational work programmes and activities.
- To have high regards to Harvington C of E First and Nursery School's vision, values and SDIP.
- Demonstrate a thorough knowledge of safeguarding procedures ensuring procedures are adhered to whilst maintaining confidentiality.
- Demonstrate and adhere to the school's health and safety policies and procedures.
- Follow all school policies, especially safeguarding and behaviour.
- To have a good working knowledge of the Early Years Foundation Stage and Ofsted requirements.
- To ensure that best practice is employed within our Early Years Setting.
- To provide a warm, caring and stimulating environment for the children.
- To build strong links with parents.
- To keep written records on children and liaise with parents regularly.
- To work effectively within a team giving support to colleagues.
- To attend and contribute to staff training.
- To support class teachers in administration duties, displays, preparation of snack, toilet time and other domestic jobs within EYFS.
- To attend events specifically related to the school, as defined by the Head, including those outside of allocated school hours such as Parents Evenings, EYFS meetings, school performances etc as necessary.
- Cover for Early Birds Breakfast Club, Wrappers After School care and lunchtime when necessary.
- To successfully lead a specific area within the school.

Qualifications

Essential: GCSE English and maths qualification or equivalent, recognised EYFS Level 3 qualification, a commitment to developing own learning development/continued professional development.

Desirable: A full first aid qualification or willingness to train

Name..... Signed.....

Signed..... (HT) Date.....