



## JOB DESCRIPTION

<b>Post Title:</b>	<b>EARLY YEARS TEACHING AND LEARNING ASSISTANT</b>
<b>Salary:</b>	TA1/2
<b>Responsible to:</b>	Phase Leader
<b>Purpose of the post:</b>	To work under the direct instruction of the class teacher to provide general support to the teacher in the management of learning.

### **A. Support for Pupils**

- Establish good relationships with pupils, acting as a role model, being aware of, and responding appropriately to individual needs.
- Promote the inclusion, acceptance and safeguarding of all pupils.
- Encourage pupils to interact appropriately with others and engage in activities led by the teacher to enhance their learning and skill development.
- Encourage pupils to act independently as appropriate.
- Attend to pupils' personal needs.
- Supervise and support pupils ensuring their safety and access to learning.

### **B. Support for the Teacher**

- Support pupil progress and achievement.
- Keep pupil records in line with school's expectations (i.e. group and individual Provision Maps with baseline data and evaluation at end of TA input).
- Support the teacher in managing pupil behaviour, reporting difficulties and implementing provisions as appropriate.
- Gather/report information from work associated with targeted pupils and report back to relevant teacher.

### **C. Support for the Curriculum**

- Support pupils to access the curriculum as directed by the class teacher or SENCo.
- Support pupils in their use of IT across the curriculum.
- Prepare and maintain equipment/ resources either as directed by the teacher or as required for intervention provision and assist pupils in their use.

### **D. Support for the School**

- Be aware of, and comply with, policies and procedures relating to safeguarding, behaviour, health, safety and security, confidentiality, equal opportunities, whistleblowing and GDPR, reporting all concerns to an appropriate person.
- Contribute to the overall ethos / work/ aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings, as required.
- Participate in training and other learning activities and performance reviews, as required.
- Accompany teaching staff and pupils on visits, trips and out of school activities, as required.

**E. Experience**

- Working with children within a primary school classroom environment.

**F. Qualifications**

- Good numeracy/ literacy skills with at least a grade C GCSE or equivalent.
- Participate in development and training opportunities.

**G. Knowledge/ Skills**

- Literate and numerate.
- Commitment to working as part of a team, including the sharing of successful teaching and learning strategies.
- Enthusiasm for and enjoyment of working with pupils.
- An interest in the use of the outdoors to promote children's learning.
- Ability to use own initiative and manage own workload.
- A high level of competence and an up to date working knowledge of ICT.
- Knowledge of the Early Years Curriculum and National Curriculum.

***In addition to the above,*** the postholder is expected to carry out other duties, as appropriate to the grade that might be requested by the Senior Leadership Team.