

# St Barnabas Multi Academy Trust

## Job Description

Title	Early Years Teaching Assistant
Salary grade	D
Responsible to	Headteacher/CEO
Line Manager	Teacher/SENCO
Main Purpose of role	To take a pro-active role in the support of the educational, social and physical needs of pupils in the Early Years setting; to support the curriculum and the school through the provision of a high level of assistance in the practical organisation of class activities, undertaking group work and ensuring the welfare and development of pupils.
Duties and responsibilities	<ul style="list-style-type: none"> <li>● To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the Curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible.</li> <li>● To establish supportive relationships with the pupil/s concerned and to encourage acceptance and inclusion of all pupils.</li> <li>● To encourage social integration and individual development of pupils. To develop methods of promoting and reinforcing pupils' self-esteem.</li> <li>● To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To ensure that basic classroom materials are available for use.</li> <li>● To be responsible for monitoring the use of and maintaining an up-to-date inventory of all classroom materials and equipment. To monitor stock levels of materials, check for missing and/or damaged equipment, and arrange for new supplies to be ordered as required (subject to approval) so as to ensure all necessary teaching aids are readily available at all times.</li> <li>● To assist with lunch and break time supervision of children on a rota basis in accordance with the School's Policy for Playground Supervision.</li> <li>● To accompany children on educational visits and outings as supervised by the Teacher.</li> <li>● To assess, monitor and record children's progress in relation to IEP's, and to feed back to the SENCO/Teacher with regard to children's progress and the success of IEP's, including making recommendations for alterations to improve the effectiveness of IEP's.</li> <li>● To assess, monitor and record children's progress, health, behaviour and general wellbeing. To feedback any information (including</li> </ul>

concerns) regarding the well-being and educational needs of children to the Teacher or Headteacher as appropriate.

- To meet with teachers, SENCOs, appropriate phase leaders and Governors on a regular basis to discuss improvements to the teaching practices, delivery of the curriculum and progress and concerns regarding individual pupils.
- To be aware of confidential issues linked to home/pupil/Teacher/school work and to ensure the confidentiality of such sensitive information.
- To supervise an individual or small group of children within a class under the overall control of the Teacher.
- To administer minor first aid (as trained), assist in the dispensation of medically prescribed controlled drugs (as per the approved procedure) and to assist with children who are sick as needed.
- To carry out administrative tasks associated with all of the above duties as directed by the Teacher.
- To remain aware and work within all relevant school working practices, policies and procedures.
- To attend staff meetings and school-based INSET as required.
- The post holder is responsible for his/her own self-development on a continuous basis.
- To be aware of and work in accordance with the school's child protection and safeguarding policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To undertake other duties appropriate to the grading of the post as required.
- To maintain confidentiality of information acquired in the course of undertaking duties. All information including personal data must be handled responsibly, securely and in line with the Data protection policy, guidance and training.

	Person Specification	
	Essential	Desirable
Qualifications	<p>GCSE grade C or above in English and Maths or NVQ level 2 or above (or equivalent qualification)</p> <p>Min Level 3 Early Years qualification</p>	<p>Additional qualifications such as Autism awareness/ Makaton etc.</p>
Knowledge and Experience	<p>Experience of working with EYFS children.</p> <p>Knowledge of a range of issues relevant to education and child development.</p>	<p>Experience of working with children at different key stages or within different departments.</p> <p>Knowledge of a particular area of the curriculum or children's needs (ie: EBD, ALS, literacy or numeracy).</p>
Skills & Abilities	<p>Good organisational skills.</p> <p>Good communication skills.</p> <p>Basic IT skills.</p>	<p>Experience of using google platform (google docs/ google sheets etc)</p>
Additional	<p>Able to prioritise between different demands.</p> <p>Able to work to deadlines.</p> <p>Self-motivated, and able to work in a team.</p> <p>An interest in children and education.</p> <p>Patient and friendly approach.</p> <p>Reliable, enthusiastic, and flexible.</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>	