



Priors Hall
a Learning Community



Early Years Teaching Assistant and Wrap Around Care Assistant
30 hours per week - 39 weeks per year (38 weeks plus 5 Training days)

D3 - £17035 Per Annum (Actual)

Working hours: 11:30am - 6:00pm

To start ASAP

Teaching Assistant responsibilities:

- Under the direction of the Class Teacher, supervise and support all children with different levels of need, ensuring their safety and access to learning.
- Ensure that the School's health, safety and behaviour policies are adhered to.
- Assist and support SEND children, individually or in small groups to understand and work through pre-defined learning activities.
- Provide routine clerical and other support to meet the delivery requirements of the Early Years Team.
- Prepare and maintain pre-defined learning resources and work environment for specific learning activities to meet the needs of the pupils and the curriculum.
- Participate in meetings and team development activities to support the individual and team performances and development objectives.
- Monitor resource levels and ensure that the appropriate person is notified of stock levels.
- Ensure that resources are used appropriately to minimise waste.
- Observe and be aware of and report any pupil problems, progress and achievements to the Class Teacher to ensure that pupil records are accurately maintained.
- Gather and report information to and from parents as appropriate to meet the needs of the service delivery requirements.
- Administer basic emergency first-aid as required. (Training is available for this on enrolment)
- To be aware of and adhere to relevant Health and Safety regulations.
- To undertake any other duties as requested by the Headteacher, Early Years Lead or Class Teacher, these duties may change from time to time without changing their general character or level of responsibility.



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Wraparound care responsibilities:

- Assist the Club Co-ordinator to prepare and provide creative and appropriate play opportunities in a safe and caring environment.
- Provide full care for the children.
- Consult with children and involve them in the planning of activities.
- Administer basic first-aid as required
- Work within agreed policies
- Be aware of and adhere to relevant Health and Safety regulations
- To undertake any other duties as requested by the Wraparound team, these duties may change from time to time without changing their general character or level of responsibility.

Previous experience of working with children of Nursery and Early Years age and Level 3 qualified in childcare is desirable for this position.

Please see below Person Specifications.



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ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	GCSE English & Maths	Level 3 qualification in Childcare.
Experience and Knowledge	Basic knowledge of healthy food provision. Supervision of children	Previous experience of working with children in a similar setting
Ability and Skills	Good communication skills Able to maintain confidentiality Ability to work responsively and flexibly to meet the needs of the organisation Ability to work in a tidy fashion	
Equal Opportunities	Ability to demonstrate awareness and understanding of inclusion and diversity and other peoples' behaviour, physical, social and welfare needs	
Health & Safety	Able to demonstrate a clear understanding of the commitment to Health & Safety and a willingness to undertake training to enable implementation of procedures. Already hold or be willing to obtain a Food Hygiene Certificate Already hold or be willing to obtain a suitable first-aid qualification. Able to ensure safety first within the room especially with cutlery etc.	
Pre-employment checks and safeguarding children	In addition to the normal pre-employment checks the successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check and Child Protection training.	