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**Burleigh Primary School**

**Job description for H3 EYFS Teaching Assistant**

**Pay grade: H3 pro rata (term time only)**

**Hours: 8.15am - 4.30pm (5 x days per week)**

**Purpose of the role:** To work with teachers to support teaching and learning by working with individuals or groups of pupils under the direction of teaching staff and may sometimes be responsible for some learning activities within the overall teaching plan.

**Responsibilities:**

* Implement planned learning activities/teaching programmes as agreed by the teacher, adjusting activities according to pupils’ responses as appropriate
* Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
* Support the teacher in monitoring, assessing and recording pupil progress/activities in learning journals and exercise books
* Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
* Support learning by arranging/providing resources for lessons, activities and interventions under the direction of the teacher eg set up for indoor and outdoor provision
* Support pupils’ social and emotional well-being, reporting problems to the teacher as appropriate
* Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
* Understand and support independent learning and inclusion of all pupils as required
* Undertake pupil observations based on the 7 areas of learning in the EYFS curriculum.

**Teaching Assistants may also undertake some or all of the following:**

* Deliver short term / PPA class cover
* Work with individual pupils with special educational needs eg deliver a modified curriculum
* Work with pupils for whom English is an additional language
* Assist in the development and delivery of individual support plans for pupils eg ISPs
* Support the work of volunteers and other teaching assistants in the classroom
* Support the use of ICT in the curriculum
* Undertake daily playground and lunch duties
* Assist in escorting and supervising pupils on educational visits and out of school activities
* Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
* Support pupils in developing and implementing their own personal and social development
* Assist pupils with eating, dressing and toileting, as required, whilst encouraging independence
* Monitor and manage stock and supplies for the classroom
* To perform any reasonable duties as requested by the Headteacher

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| **Knowledge**  NVQ level 3 in any early years and/or childcare related qualification  GCSE English and Maths (or equivalent)  Intermediate knowledge of ICT  Basic knowledge of Health, wellbeing and safety  Knowledge of Keeping Children Safe in Education (KCSiE) and Child Protection  Basic knowledge of First Aid  Awareness of Data protection and confidentiality  Understanding of the school’s ethos and values | **Competencies**  Communication (written and verbal)  Problem Solving  Team working  Active Listening  Motivation |

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the performance appraisal process*

***NB*** *The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*