**JOB TITLE**: EY / Pre-School Teaching Assistant

**PURPOSE OF YOUR JOB**

Under the direction of the Headteacher or another designated teacher, to be responsible for the care and welfare of specified children within the education establishment and to assist the teacher in the education process.

**MAIN AREAS OF RESPONSIBILITY**

Teacher Support

* To provide a full range of stimulating activities for children as part of their physical, intellectual, emotional and social development.
* Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
* To encourage the development of language and speech including the provision of additional assistance and support for those children with special needs.
* To take a wide interest in all subjects and develop a practical knowledge creative skills of a wide range of creative skills.
* Establish constructive relationships with pupils and interact with them according to

individual needs.

* Promote the inclusion and acceptance of all pupils.
* Assist with the development and implementation of Individual Education/Behaviour Plans and Personal / Medical Care programmes.
* To be actively involved in the discussion and development of school polices and practice.
* Create and maintain a purposeful, orderly and supportive environment, in accordance with the lesson plans and assist with the display of pupils’ work.
* To support the teacher in the delivery of lessons.
* Provide 1:1 / small group support where necessary.

The Curriculum

* To discuss with and assist the teacher-in-charge with planning of the development of the school curriculum.
* To ensure proper pupil development by adapting provisions according to needs, and the monitoring of progress: to actively participate in the provision of all aspects of the curriculum.
* Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
* Assist the teacher and/or other professionals e.g. speech therapists, in devising individual teaching programs involving basic self-care and cognitive skills.
* Undertake structured and agreed learning activities/teaching programmes, adjusting

activities according to pupil responses.

* To help maintain records of the children’s developments and achievements.
* To attend staff meetings to assist in the planning of curricular programs and to contribute to the overall policies of the unit/class.
* To supervise and help deliver small group interventions.
* Accompany teaching staff and pupils on visits, trips and out of school activities as

required and take responsibility for a group under the supervision of the teacher.

Child Welfare

* To follow safeguarding procedures and protocols at all times.
* To attend to the health, welfare and safety of the children at all times including playground supervision, care and cleaning of toys, toileting and cleaning incontinent

children.

* To assist with the conduct and discipline of children at all times.
* To encourage and foster close relationships with children and their parents, offering help and guidance where appropriate.
* To support in the running of Breakfast / Lunch Club where necessary.
* 30 minute lunch duty with designated pupils / groups.

**KNOWLEDGE, EXPERIENCE AND TRAINING**

* Sound experience of working with young children.
* Experience of working with children with SEN.
* Attendance on school INSET days will be required within the terms and conditions of employment.

To carry out any other duties reasonably requested by the Headteacher, the Deputy Headteacher or Line Manager