

Job Description : EYFS Teaching Assistant

Post title: EYFS Teaching Assistant
School: Bedwell Primary School
Pay range: H3-4
Line manager: Early Years Leader

Main purpose of the job

- To work with children, as part of an EYFS team, to support education and social development, and to provide a high quality of care.

Duties and responsibilities

- Work with individuals or small groups of children, under direction, implementing effective observation and assessment procedures.
- Support behaviour management and development.
- Establish and build positive relationships with parents/ carers.
- Contribute to the planning and development of learning activities.
- Contribute to the development of individual development plans (eg. through the Assess, Plan, Do, Review cycle) for children with special educational needs.
- Take responsibility for managing the provision of play, care and learning when required in the temporary absence of the teacher.
- Update children's records, where relevant.
- Set up and clear away displays and activities, including ensuring that the materials and equipment are safe and clean.
- Attend to children's personal needs.

Individuals in this role may also undertake some or all of the following:

- Have key worker responsibilities for particular children.
- Demonstrate duties to apprentices and / or mentor new staff.
- Undertake accompanied home visits.

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.

Signature of Post holder _____

Date / /

Signature of Headteacher _____

Date / /

