



Fairfields Primary School & Nursery

Job Description

Role: Teaching Assistant (EYFS, KS1 & KS2)

Pay grade: H2 – H3

Purpose of the role: To assist teaching staff, as part of EYFS, KS1 or the KS2 team, in working with children on their education and social development and provide a high quality of care.

Key responsibilities

1. Work with individuals or small groups of children, under direction. Implementing effective observation and assessment procedures.
2. Support behaviour management and development.
3. Establish and build positive relationships with parents/ carers.
4. Contribute to the planning and development of learning activities.
5. Contribute to the development of individual development plans (such as Individual educational plans) for children with special educational needs.
6. Work with external agencies.
7. Update children's records, where relevant.
8. Set up and clear away displays and activities, including ensuring that the materials and equipment are safe and clean.
9. Attend to children's personal needs.

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

1. Have key worker responsibilities for particular children.
2. Demonstrate duties to apprentices and/ or mentor new staff.
3. Undertake accompanied home visits.
4. Work in adapted teaching spaces with SEN children

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.

Job Context

- Works within an integrated education and day care service (where applicable) that offers high quality experiences for children aged 3 – 5 years.
- Work will follow the learning patterns appropriate to the setting/classes timetabled day under the direction, guidance and direct supervision of a teacher.
- Carries out allocated tasks under the supervision of a teacher, problems generally referred.
- Works with children in small group or 1:1 targeted intervention under the direction/planning of the teacher

Knowledge, Skills & Abilities

- Completed a common core programme of induction for working with children
- Working towards the national occupational standards (NOS) Level 2 in skills for care and development and knowledge /skills equivalent to current National Qualifications level 2.
- Experience of working with children. Knowledge of a range of learning and play activities.



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Supervision

- Works under the direction of a teacher/ early years professional. Makes decisions about own work supporting children; more complex decisions are referred to senior staff.
- Communication with early year's pupils to encourage social, educational and physical development and acceptable behaviour. Exchange of information with other staff, parents/ carers.
- Assisting in the practical learning and play activities of individuals or small groups of children.
- Provides assistance to children on social, welfare and health matters and provides support on behaviour management of children.
- May demonstrate own duties to new or less experienced staff.

Problems, Demands & Decisions

- Working with individuals or small groups of children where work is regularly interrupted, although this does not normally require switching from one activity to another.
- Occasionally exposed to emotionally demanding behaviours and situations as a result of attending to children's personal needs and assisting with behaviour management.
- Resolves day to day problems in relation to learning and play activities.

Dimensions

- No or limited responsibility for finance
- May demonstrate own duties to new or less experienced staff.
- Responsible for the careful and safe use and cleanliness of equipment; also, for recording activities and for the maintenance and updating of confidential pupil records.

Physical Effort

- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads with short periods of greater physical effort, such as lifting children where necessary.
- Assembly and clearing away of equipment.

Working Environment

Where work is carried out in a nursery or reception setting, there is regular exposure to noise and may involve elements of intimate care such as nappy changing

Knowledge	Competencies
Background in Care or Health Service	Communication (written and verbal)
Knowledge of best practice in meeting care needs of children and young people	Problem Solving
Awareness of Health, wellbeing and safety	Team working
Awareness of keeping children safe	Active Listening
Awareness of Data protection and confidentiality	Motivation
First Aid	Resilience
Understanding of the Schools ethos and values	Sensitivity

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 PMD process. 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.



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