Bridgewater Primary

Together rain or shine

Bridgewater Primary School
Bridle Way
Berkhamsted
Herts. HP4 1ES
T 01442 871 231
F 01442 873 658
E admin@bridgewater.herts.sch.uk

Job Title: Early Years Teaching Assistant Pay grade – H3

Purpose of the role: To work as a key person and as part of the Early Years team. To provide safe, high-quality education and care for young children which meets the individual needs of children in the Early Years.

Responsibilities

- To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) for guidance.
- To help to set up for the daily programme and to help tidy away at the end of the session.
- To act as a key person to a small group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child's needs are recognised and met.
- To work in partnership with parents/carers and other family members.
- To teach children, offering an appropriate level of support and stimulating play experiences.
- To ensure that children are kept safe and that you understand when to follow child protection procedures.
- To actively participate at team meetings, supervision meetings and appraisal meetings.
- To attend training courses as required and to take responsibility for personal development.
- To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
- To be aware of and adhere to all the setting's policies and procedures, including those relating to confidentiality, equality and diversity, health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting, safeguarding, setting hygiene and whistleblowing.
- To ensure that adequate records are kept and updated regularly.
- To comply with the requirements of the General Data Protection Regulation.

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

- Work with individual pupils with special educational needs
- Assist in the development of individual development plans for pupils (such as Individual educational plans)
- Support the work of volunteers and other teaching assistants in the classroom
- Support the use of ICT in the curriculum
- Assist with break-time supervision including facilitating games and activities
- 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 hygiene, as required, whilst encouraging independence

- Monitor and manage stock and supplies for the classroom.
- Provide short term cover supervision of classes
- Attend agreed professional development courses & School INSET days
- Attend agreed staff meetings.

Knowledge	Competencies
Level 3 early years education and childcare qualification or equivalent. Paediatric First Aid. An understanding of play-based approaches to children's learning and development. Intermediate knowledge of ICT Basic knowledge of health, wellbeing and safety Awareness of keeping children safe Awareness of data protection and confidentiality Understanding of the school's ethos and values	Communication (written and verbal) Problem Solving Team working Active Listening Motivation Willingness to learn and undertake further training.

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. 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. This role will be reviewed annually as part of the PM process.