



## Job Description Teaching Assistant - Foundation Stage

**Post Title:** Teaching Assistant Foundation Stage

**Responsible to** Headteacher and Assistant Head

**Pay range** H1 –H3 depending on experience Hours - 37

**Purpose of Post** – To provide high level support to teachers in the management of pupil's **learning**. The post holder is one of a team of teachers and assistants who support the **learning** of the pupils. Flexibility by all staff is important to meet the needs of pupils. The job holder is managed by a Key Stage leader but may work with different teachers. The jobholder works under the day to day supervision of the teacher to whom he/she is assigned. The job holder is required to contribute to and support the overall Vision, Aims and Ethos of the school.

### Duties

The jobholder is expected to fulfil the duties listed below

- Attend to pupils personal needs, including social, health, safety, hygiene, first aid and welfare matters
- To act as a role model setting high expectations
- Prepare all **learning** spaces including classrooms and outside spaces and clear afterwards
- Assist with the display of pupils' work
- Provide clerical/admin support, eg photocopying, typing, filing, collecting money, record keeping
- To ensure that activities take into account the individual needs of each child by implementing a key worker system within the Nursery.
- To keep accurate records of allocated children and to implement and review, in conjunction with the Teacher in Charge, for parents/carers.
- Assist and support with the planning and delivery of **learning** activities suitable to the age range of the children , observe record and support the development and progress of pupils including feeding back regarding progress and achievement
- Accompany teachers and pupils on out of schools activities and take responsibility for a group, under the direction of a teacher
- Liaise with parents and carers, under the direction of the teacher –participate in feedback sessions/meeting with parents, discuss issues sensitively, promote home school partnerships
- To have responsibility for the assessment and recording and monitoring of the needs of allocated children when under the direction of the teacher in charge in Nursery.
- From time to time supervise whole classes during the short term absence of a teacher (meetings, training, short term illness)
- To work as part of a team to ensure that the school lunch period provides a caring and supportive environment for all children
- To act as a role model setting high expectations for pupils development of appropriate social skills eg good table manners, lining up safely in the hall, washing hands before the meal, being polite
- Implement the Behaviour Strategy in line with School Policy
- Assist with the planning and delivery of play activities suitable to the age range of the children, observe, record and support the development and progress of pupils including feeding back regarding progress and achievement

### Equalities

Be aware of and support difference and ensure that all pupils have equality of access to opportunities to learn and develop. Support and implement the schools Equality Scheme.

### Health and Safety

Be aware of and comply with policies and procedures relating to Child Protection, Health, Safety and Security, Confidentiality and Data Protection; and report all concerns to an appropriate person.



## DBS

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 Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks.

## Additional Information

All staff are required to participate in training and other learning activities, and in Performance Management and development, as required by the school's policies and practice.

**\*\* 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.**

## Supervision

A Key Stage leader manages the jobholder. The school's performance management policies and practice determine the frequency of meetings.

No supervision of staff.

## Contacts

The jobholder works with teachers and pupils and is likely to have planned contact with parents or carers.

## Knowledge, Experience and Training

- ◆ Experience of working with children of the relevant age.
- ◆ Numeracy and literacy skills equivalent to NVQ level 2 or GCSE grade C in English and Maths.
- ◆ Achieved Higher Level Teaching Assistant status (as accredited by the Teacher Training Agency) or be expected to achieve this status.
- ◆ Recognised child care qualification equivalent to NVQ level 3
- ◆ Understanding of the curricular requirements of the school, these to include statutory requirements.
- ◆ Ability to make effective use of modern technology to support teaching and learning.
- ◆ Ability to work with a minimum of supervision and within a team.
- ◆ Ability to manage pupils in a classroom setting.

## Physical Effort

*To what extent does the job involve physical effort/strain over and above what would normally be incurred in a day-to-day office environment?*

The job may involve lifting children after falls or accidents or in order to protect themselves or others. Appropriate training will be provided if necessary

## Working Environment

*To what extent is the job exposed to objectionable, uncomfortable or noxious conditions over and above what would normally be experienced in a day-to-day office environment.*

The job may include clearing up blood or other bodily fluids of children after accident or sudden illness.