

Cuffley Primary School

Job Description



EYFS Teaching Assistant

Pay grade: H2 – H4 (depending on skills and experience)

Main purposes of the job

To provide support to teachers in the management of pupils' learning and wellbeing.

Duties

The jobholder need not fulfil all of the duties listed below, but must be spending at least 50% of his/her time on some or all of the duties in bold script.

- **Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters**
- Prepare classrooms and clear away afterwards and assist with the display of pupils' work
- Provide clerical/administration support, e.g. photocopying, typing, filing, collecting money and record keeping
- **Assist with the planning, delivery and assessment of learning activities**
- **Undertake routine marking of pupils' work**
- **Administer and assess routine tests**
- Accompany teachers and pupils on out-of-school activities and take responsibility for a group, under the direction of a teacher
- Liaise with parents and carers, under the direction of a teacher
- Assist with the development of individual education plans and personal care programmes
- **Supervise, and provide individual support for, pupils with identified special educational needs**
- Use ICT for learning activities and support pupils to develop competence and independence in the use of ICT.
- Supervise classes during the short-term absence of a teacher.

Organisation

This role reports to the class teacher, the Phase Leader and ultimately to the Headteacher.

Knowledge, Experience and Training

- Experience of working with children between the ages of 3 and 11 years.
- Numeracy and literacy skills equivalent to NVQ Level 2 or GCSE Grade C in English and Maths
- Understanding of the curricular requirements of the school, these to include statutory requirements
- Competence in the use of ICT 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

Equal Opportunities

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop

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.

Working Environment

This job may involve lifting children after falls or accidents. This job may include clearing up blood or other bodily fluids of children after accident or sudden illness.

It is not possible to completely define completely the duties and responsibilities attached to this post and some variation may be necessary from time to time.

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.

September 2018