

Role Profile: Early Years Teaching Assistant	
Job Purpose	To work under the instruction/guidance of the teacher/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and in the management of the classroom. The work may be carried out in the classroom or outside the main teaching area.
Decision Making	The job involves working from instructions, but making decisions involving the use of initiative. Problems are referred to a supervisor / manager. Little close supervision is necessary beyond that provided by working arrangements and methods.
Accountabilities	<p>Duties and Responsibilities:</p> <p>Support for Teachers</p> <ul style="list-style-type: none"> • Have a sound knowledge and/or experience of the EYFS • Use strategies, in liaison with the teacher, to support pupils to achieve Early Years Foundation Stage objectives - The Early Learning Goals • Assist with the planning of learning activities both indoors and outdoors • Monitor pupils' responses to learning activities and accurately record achievement/progress as directed • Establish constructive relationships with parents/carers • Carry out long and short observations • Assist and take responsibility for a group of children's 'Learning Journals' on Tapestry • Support groups within the class, e.g., phonics, circle times and focused activity learning • Duties may include helping with toileting and changing as the need arises. <p>Support for Children</p> <ul style="list-style-type: none"> • Develop a positive and supportive relationship with pupils • Be aware of the differing needs of pupils • Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities • Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes • Set challenging and demanding expectations and promote wellbeing and independence • Provide feedback to pupils in relation to progress and achievement under guidance of the teacher • To supervise children eating lunch, promoting good manners • To supervise children at break and lunchtimes and lead positive play. <p>Support for the Curriculum</p> <ul style="list-style-type: none"> • Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses • Undertake programmes of intervention, recording achievement and progress and feeding back to the teacher • Support the use of IT in learning activities and develop pupils' competence and independence in its use • Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use • Assist in the display and presentation of learning cues and pupils' work inside and outside of the classroom environment as required. <p>Support for the School</p> <ul style="list-style-type: none"> • Undertake training and CPD, as required • Appreciate and support the role of other professionals • Attend and participate in relevant meetings, as required • Assist with the supervision of EYFS pupils at break times and lunch time • Accompany teaching staff and pupils on visits, trips and out of school activities, as required, and take responsibility for a group under the supervision of the teacher • Teaching assistants are assigned to a particular class for an academic year. However, the school will deploy teaching assistants as the needs of the school dictate. • Be a role model for pupils and colleagues in terms of behaviour and attitude • To model and demonstrate positive relationships between colleagues and children • Be punctual and professional at all times • Maintain confidentiality and comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person • Actively support the school and Multi Academy Trust equal opportunity policies and ensure that all pupils have an equal access to opportunities to learn and develop.

Demands	<p>Some lifting, stretching and physical effort required for the preparation of the classroom for lessons and dining room, clearing away afterwards. Post holder will be required to assist with the display of pupils' work which may involve considerable physical effort.</p> <p>Post holder will be required to concentrate for most of the morning or afternoon whilst observing and assisting the pupils during lessons.</p> <p>There may be occasional emotional stress experienced through exposure to difficult child protection/welfare issues which may cause the child to become angry or upset.</p>
Working Conditions	<p>Post holder mainly operates within classroom based conditions and there is regular background noise. There may be some exposure to environmental conditions when supervising pupils/students outside at lunchtime and during off-site activities and school trips. There may be the need to deal with bodily fluids when providing personal care to pupils.</p> <p>Post holder will be subject to occasional exposure to pupils exhibiting difficult and challenging behaviour and who are angry or upset.</p>
Experience, Knowledge and Qualifications	<ul style="list-style-type: none"> • Knowledge of child development in the early years • The ability to communicate effectively both orally and in writing • Good personal organisation • Ability to work independently and as part of a team • Ability to show initiative in a range of situations • Ability to work with tact and diplomacy • Ability to interact positively with pupils, parents and colleagues • Willingness to participate in training and development activities
Skills and Technical Competence	<p>Post holder will be required to use interpretation skills in order to solve straightforward problems</p> <p>Post holder will be advising and guiding the pupils on a daily basis. Effective written and oral communication skills required to liaise with pupils, other staff, parents and outside agencies and professionals.</p> <p>Keyboarding skills required to support the use of ICT in learning activities. Post holder will be required to operate office equipment e.g. photocopier</p>
Corporate Standards	<p>Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of Horizon Multi Academy Trust's constitution and its policies and procedures.</p> <p>Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures.</p> <p>Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</p>