

School Based (Pre school)

JOB DESCRIPTION

Job Title:	Teaching Assistant – Early Years Education
Grade:	
Responsible To:	Pre-School Manager / EYFS leader
Direct Supervisory Responsibility:	None
Indirect Supervisory Responsibility:	None
Important Functional Relationships:	<p><u>Internal:</u> Pre-school Manager, pre-school staff, pre-school children Voluntary Helpers, EYFS Leader, St Stephens Community Academy Head of School.</p> <p><u>External:</u> Governors, parents, LEA representatives and advisers, parents.</p>

Main Purpose of Job:

To share with the pre-school manager the responsibility for caring and assisting with activities for the early year's children and assessing progress. To assist the manager in the practical organisation of pre-school activities and group work as directed. To help to ensure the safety and well being of the children and at all times and to act as a responsible carer.

Main Duties and Responsibilities

1. To work with groups or individuals within the pre-school across all curricular areas under the direction of the pre-school manager, in a variety of tasks to develop the physical, intellectual, emotional and social skills of the pre-school children.
2. To assist with learning activities across all areas of learning linked to the Development Matters (2012). To develop children's knowledge through support and encouragement in the learning activities undertaken within the pre-school. To provide opportunities for children to work towards the Early Learning Goals upon accessing the reception class.
3. To provide support for learners by making contributions to planning, evaluating and delivering of learning activities under the guidance of the pre-school manager and linking to the Development Matters in EYFS document.
4. To engage with and encourage children by following their interests and supporting them in accessing planned activities including using ICT resources and provide appropriate feedback to children throughout the activity.

5. To monitor children's contributions in both planned and incidental learning opportunities and make written observations of learning which can feedback information regarding the well-being, educational and developmental needs of children for ongoing assessment including their learning journals to the pre-school manager and parents as appropriate.
6. To carry out activities such as tidying up, serving snacks, organising cooking activities and assisting with personal hygiene routines including changing children's nappies and clothes where appropriate.
7. To prepare, mount and remove wall displays to support the continual development of the learning environment linked to the children's learning.
8. To support individuals on Education Health Care Plans (EHCP) with specific learning difficulties to ensure they can fully access the EYFS curriculum.
9. To assist in accompanying children on class outings under the overall supervision of the pre-school manager.
10. To administer minor first aid (as trained), dispense medically prescribed controlled drugs in accordance with the pre-school school procedures (as trained) and to attend to children who are sick as necessary.
11. To promote health and personal hygiene to the children throughout the activities undertaken in the pre-school.
12. To undertake the shared responsibility with all pre-school staff for the care and maintenance of pre-school equipment and resources.
13. To encourage self-control and self-discipline in the children throughout all activities undertaken in the pre-school promoting good behaviour, dealing promptly with conflicts and reporting incidents in line with the pre-schools positive behaviour policy.
14. To attend and participate in relevant staff meetings as appropriate.
15. To be aware of the pre-schools Child Protection Procedures and to report any concerns noted in the course of duty in accordance with such procedures.
16. To be aware of and adhere to applicable pre-school policies, rules, regulations, legislation and procedures e.g. Council (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection).
17. To maintain confidentiality of information acquired in the course of undertaking duties for the pre-school/school.
18. To be responsible for your own continuing professional-development, undertaking training as appropriate.
19. To undertake other duties appropriate to the post as required.

Date Prepared: July 2016
Prepared by: An Daras Multi Academy Trust

PERSON SPECIFICATION

Job Title: Pre-school Assistant

Department: Pre-School based

Person specification prepared by: An Daras Multi Academy Trust

Date: July 2016

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	Some experience of working with Early Years children.	Experience of working with Early Years children in a pre-school environment.	Application form/ interview
<u>Education & Training</u>	Attainment of GCSE's (or equivalent) to include Maths and English (level 1 standard of qualification).	Attainment of NVQ level 2 in Early Years Care & Education or equivalent qualification as recognised by CACHE.	Application form
<u>Special Knowledge & Skills</u>	Good organisational skills. Good communication skills.	Knowledge of issues relevant to early years education and child development.	Interview
<u>Any Additional Factors</u>	Flexible, self motivated and enthusiastic. Patient and friendly approach. Willingness to work with children. Ability to relate well to adults and children. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview