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| **Job Description** | **Post Title: Teaching Assistant – Early Years** | |
| **Salary Scale - 15** | |
| **School:** Priddy & St Lawrence’s Federation | |
| **Line manager:** Deputy Head Teacher | |
| **Main purpose of the job** | | |
| * To work under the direction of the teacher; assist the measuring, impact and evaluation of teaching and learning. * Be responsible and accountable for achieving the highest possible standards in work and conduct * Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position * Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of pupils * Take responsibility for promoting and safeguarding the welfare of children and young people within the school | | |
| **Main responsibilities and duties** | | |
| * 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. * Establish constructive relationships with pupils and interact with them according to individual needs. * Promote the inclusion and acceptance of all pupils. * Encourage the pupils to interact with others and engage in activities led by the teacher. * Set challenging and demanding expectations and promote self-esteem and independence, * Provide feedback to pupils in relation to progress and achievement under guidance of the teacher. * Create and maintain a purposeful, orderly and supportive environment, in accordance with the lesson plans and assist with the display of pupils’ work. * Use strategies, in liaison with the teacher, to support pupils to achieve learning goals, targets/appropriate to EYFS * Assist with the planning of learning activities. * Monitor pupil’s responses to learning activities and accurately record achievement/progress as directed. * Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established Relationships for Learning Policy and encourage pupils to take responsibility for their own behaviour. * Establish constructive relationships with parents/carers. * Deliver Read Write Inc, competently and feedback to the teacher. * To carry out lunch duties three times a week (30 minutes x3) * To chaperone children on our school minibus three times a week * To deliver ELSA and interventions across our KS1 site. | | |
| **Other**   * To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality * Perform any reasonable duties as requested by the headteacher | | |
| I agree that the Job Description is a fair and accurate statement of the requirements of the job. | | |
| Teaching Assistant signature: | | Date |
| Headteacher signature: | | Date |