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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
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| **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.
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| **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
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| 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 |