

JOB DESCRIPTION 2022
Teaching Assistant Level 3

DEPARTMENT/SCHOOL: St Philip's CEAPS
POST TITLE: Teaching Assistant Level 3 in EYFS (Reception class)
Grade: Grade 5
REPORTS TO: Headteacher

Main Purpose of the Job:

Support and promote children's early education and development in the EYFS.

Work in partnership with the EYFS lead, staff, parents, and professionals where applicable to support children's development.

Use knowledge of the early education curriculum, systematic synthetic phonics and other suitable teaching strategies to teach reading, early literacy and maths.

Work with and supervise groups or individual children under the direction/instruction of class teachers and/or SLT.

Enable access to learning for all pupils and assist and support in classroom management and behaviour techniques in line with school policy.

Deliver learning programmes and support individual pupils, small groups (and whole classes during the short term absence of teachers)

Uphold and follow our school Christian Values

Understand and apply all safeguarding procedures

MAIN DUTIES

SUPPORT FOR PUPILS

- under the direction of the teacher or SLT

- Support pupils with communication and language development
- Use specialist (curricular learning) skills/training/experience to support pupils
- Establish good relationships with pupils, as a role model by presenting a positive personal image and responding appropriately to individual needs in line with schools Christian Values.
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote self-esteem and independence, employing strategies to recognise and reward success and achievement
- Give regular feedback on children's progress to the class teacher and file records
- Provide feedback to pupils in relation to progress and achievement
- Attend to children's personal needs, including minor first aid and provide advice on pastoral, social health, physical hygiene and welfare matters.

Support for Teachers

- under the direction of the teacher or SLT

- Prepare and organise indoor and outdoor classroom for lessons, including display work.
- Contribute to the planning cycle, managing and preparing resources, evaluating and adjusting lessons/work plans as directed by the teacher
- Be responsible for keeping and updating records, information and data as and when appropriate.

- Provide accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Administer and assess routine tests and support assessments include the Reception Baseline .
- Provide specialist advice and guidance as required
- Contribute to the development and implementation of appropriate behaviour management strategies
- Monitor and evaluate pupil responses to learning activities through observation and planned recording of achievement against predetermined learning objectives
- To cover classes effectively in the short term absence of a teacher.

Support for the Curriculum – under the direction of the teacher or SLT

- Show an awareness of and have high expectations of an EYS curriculum and the Early Learning Goals.
- Follow agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs, including assessment
- Provide curriculum / resource support and undertake programmes including those linked to local and national learning strategies
- Assist pupils to access learning activities through specialist support as required
- Determine the need for, prepare and maintain general and specialist equipment and resources

Support for the School

- Contribute to the overall Christian Ethos of the school and demonstrate this consistently in daily practice.
- Willingness to attend training relevant to the role.
- Ensure strategies and processes are complied with in order to overcome barriers to learning, including e.g. behaviour management strategies
- Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff
- Accompany teachers and pupils on educational visits
- Assist in maintaining high standards of health and safety at all times.
- Maintain good relationships with colleagues and work together as a team.
- Assist in the supervision of classroom and outdoor activities.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Comply with staff code of conduct.
- Contribute to the overall ethos, work, and aims of the school as part of the Christian community.
- To cover whole classes during short term absence of teachers.

Specified work may cover a range of activities at different levels – including for some staff, work with whole classes. Headteachers will ensure that the support staff member has the skills, experience and expertise required to carry out ‘specified work’.

A teaching assistant Level 3 may be called upon to provide cover for whole classes e.g. to cover short term teacher absence. During the cover periods, there will be a requirement for the teaching assistant to carry out specified work such as, preparation, assessment and reporting.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Postholder’s Signature:		Date:	
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Headteacher's Signature:

Date:

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