



Position:	EYFS Teaching Assistant
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Grade: Scale 3

Reports to: Designated Member of the Leadership Team

Purpose of Role To work under the direct instruction of teaching staff usually in the classroom with the teacher, to support access to learning for all children, but specifically for children who have additional needs.

Job Description

Support for Pupils:

Attend to the child's personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters. If supporting individual; children this may also include intimate care. Supervise and support the children ensuring safety and access to learning. Establish good relationships with the children, acting as a role model and being aware of and responding appropriately to individual needs. Promote the inclusion and acceptance of the children. Encourage the children to interact with others and engage in activities led by the teacher. Encourage the children to act independently as appropriate. Clarify and explain instructions to the children. Encourage constructive play in the playground

Support for Teachers:

Feed back to the teachers about how activities have gone. Undertake record keeping as requested. Support the teachers in managing behaviour, reporting difficulties as appropriate. Support with preparation of resources, and displaying work

Support for the Curriculum:

Support the children in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher. Support the children in using basic computing as directed. Prepare and maintain equipment/resources as directed by the teacher and assist the children in their use.

Support for the School:

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. Contribute to the overall ethos/work/aims of the school. Appreciate and support the role of other professionals. Attend relevant meetings as required. Participate in training and other learning activities and performance development as required. Accompany teaching staff and the children on visits, trips and out of school activities as required.

Person Specification

Qualifications & Experience:

Experience of working with relevant age groups within a learning environment.
Level 2 TA qualification with EYFS
Good English and Maths skills
Completion of DfES Teacher Assistant Induction Programme.
Successful experience of working with children with ASD, and other SEN.
Early Years qualification

Knowledge & Understanding:

Knowledge of strategies to support pupils with ASD and ability to successfully implement these strategies.
Able to work constructively as part of a team, understanding classroom roles and responsibilities.
Able to use basic technology - computer, video, photocopier.
Ability to relate well to children and adults.

Personal Qualities

Must be committed to looking after the welfare of the children
Must be flexible to meet the individual needs of the child
Must be able to complete tasks with the minimum of supervision
Must be able to prioritise and react appropriately to events and situations
Must be willing to learn new skills
Must be willing to be a member of a team
Must keep school matters confidential
Must have a sense of humour

Physical

Must be able to lift and carry materials

Equal Opportunities

Must understand and a willingness to promote equal opportunities

The above criteria will be assessed at interview through a range of tasks and a panel interview.

Holy Trinity is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.