



St Cecilia's CofE Primary School

EYFS (Nursery/ Reception) Teaching Assistant

Job Description

Salary: Grade 3 SCP 5-6 FTE £23,500 - £23,893, Actual Salary £18,587 – £18,898 (Subject to pay body review)

Contract type: Permanent, Term Time only, Monday – Friday 8.15am – 3.45pm (Including 30mins daily lunchtime cover)

Reporting to: Head of School/ TA line manager

Job Description

Core Job Purpose:

- To provide a high standard of physical, emotional, social and intellectual care for children in the setting.
- To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn.
- To ensure the health and safety of the children during lunch and break times

Main Duties

Support the learning of the children

- To work in conjunction with the rest of the team to ensure high quality delivery of the EYFS framework
- To deliver daily phonics sessions to small groups following in house training
- To prepare and facilitate exciting play opportunities that meet children's developmental needs and stimulate their learning
- To plan and deliver learning activities to groups and individuals when guided by the class teacher.
- To observe and assess children in order to support the class teacher plan for next steps in their learning.
- To provide whole class support or 1 to 1 support for an individual child with SEND as directed by the senior leadership team
- To work with and support children with a range of additional needs (SEND/ EAL) whether this be in a group or 1 to 1 as directed by the class teacher
- To liaise effectively with parents, giving feedback and encouraging parents to support their children at home e.g via communication books/ handover times.
- To support the class teacher through clear communication
- To have high expectations of the children and to challenge and support where needed.

To ensure the well-being of the children

- To build and maintain successful relationships with pupils, treat them consistently, with respect and consideration.
- To support the team to ensure children have a smooth transition in to the school
- To adhere to all policies and procedures relevant to the role and the safe running of the setting, including safeguarding, Health and Safety and confidentiality.
- Contribute to the management of pupils' behaviour, following the school's behaviour policy, including recording pupil behaviour
- Assist with the supervision of pupils out of lesson times (including on arrival and departure from school and during break and lunch time), as detailed on a rota.
- Actively support the school's and Trust's equal opportunity policies, and ensure that all pupils have equal access to opportunities to learn and develop.
- To liaise with staff to ensure smooth transition from one phase to another

Support the Wider School

- To promote and support the principle that all class-based staff are leaders of learning.
- To be flexible within working practices of the setting, undertaking other duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, first aid, personal care etc.
- Provide supervision for the children for 30minutes a day during lunch times
- Complete any administrative tasks as necessary under the direction of the class teacher or school leadership
- To act as an ambassador for the school to maintain a positive image in our community
- To attend where appropriate, staff training, after school meetings and educational trips.
- To think creatively and imaginatively to anticipate and solve problems and identify opportunities.
- To operate at all times within the stated policies and practices of the school.
- To input professionally to subject development where you have a specialism or particular skillset.

Other professional Requirements

- To establish effective working relationships and set a good example through their presentation and personal and professional conduct
- To contribute positively and effectively to keeping children safe in education by following the school's safeguarding procedures and policy.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and students.
- To take responsibility for own professional development and duties in relation to school policies and practices.