



"At St. Chad's, we grow in the light of Christ, to share his love and reflect the gospel values."



ST. CHAD'S CATHOLIC PRIMARY SCHOOL

JOB DESCRIPTION

Job Title: EYFS Teaching Assistant Level 3

Grade: GR3

No. of posts: 8-10

1. JOB PURPOSE:

- 1.1. This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities.
- 1.2. To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.
- 1.3. Support the teacher in the EYFS classroom and in preparation for lessons.
- 1.4. Support children in their educational and social development.
- 1.5. Provide extra support for pupils with special educational needs or disabilities.
- 1.6. Provide extra support for pupils with English as an additional language.

2. Duties and Responsibilities:

Support for pupils (either individually or in a groups).

- 2.1. Support the activities of individuals or groups.
- 2.2. Establish and maintain relationships with individual pupils and groups.
- 2.3. Contribute to individual Education Plans as appropriate.
- 2.4. Support pupils during learning activities.
- 2.5. Promote pupils' social and emotional development.
- 2.6. Contribute to the health and well-being of pupils.
- 2.7. Provide support for bilingual/multilingual pupils (where appropriate to the focus of the role).
- 2.8. Support children with specific needs (where appropriate to the focus of the role), for example, sensory and/or physical impairment, cognitive or learning difficulties,

- 2.9. behavioural, emotional and social development needs, communication and interaction difficulties.
- 2.10. Support pupils with literacy and numeracy skills.
- 2.11. Support pupils to access the curriculum.
- 2.12. Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority.

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3. Support for teacher(s)

- 3.1. Observe and report on pupils' progress.
- 3.2. Contribute to the planning and evaluation of learning activities.
- 3.3. Assist in preparing and maintaining the learning environment.
- 3.4. Contribute to the management of pupils' behaviour.
- 3.5. Contribute to maintaining pupils' records.
- 3.6. Support the maintenance of pupils' safety and security.
- 3.7. Supervise the whole class for a short time in an emergency (normally for a period of less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence for less than a whole lesson.
- 3.8. Undertake routine marking in line with school policy.
- 3.9. Provide general administrative support, for example, display work, produce worksheets etc.
- 3.10. Undertake joint home visits as appropriate and in line with LEA policy.

4. Support for the school

- 4.1. Support the development and effectiveness of team work within the school environment.
- 4.2. Develop and maintain working relationships with other professions.
- 4.3. Liaise with parents as appropriate.
- 4.4. Review and develop own professional practice.
- 4.5. Work as required across the curriculum and in all Key Stages within the school in accordance with the job.

5. Support the curriculum

- 5.1. Support the use of information and communication technology in the classroom.
- 5.2. Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 5.3. To ensure their tasks are carried out with due regard for health and safety.
- 5.4. To participate in appropriate professional development including adhering to the principle of performance management.
- 5.5. To adhere to the Catholic ethos of the school.
- 5.6. To promote the agreed vision and aims of the school.

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5. Support for the curriculum (cont.)

- 5.7. To set an example of personal integrity and professionalism.
- 5.8. Attendance at appropriate staff meetings and parents evenings.
- 5.9. Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

SUPERVISION RECEIVED

Supervising Officer's job Title: HLTA

LEVEL OF SUPERVISION

1. ~~Regular supervised with work checked by supervisor.~~
2. Left to work within established guidelines subject to scrutiny by supervisor.
3. ~~Plan own work to ensure the meeting of defined objectives.~~

Signed: _____

Name: _____

Date: **September 2021**

St. Chad's Catholic Primary School
Hospital Street
Newtown
Birmingham
B19 3XD
Tel: 0121 464 6554 Fax: 0121 464 6803

	Essential	Desirable	Evidence
Qualifications and experience	<ul style="list-style-type: none"> • Previous experience working with young children. • Good understanding of the statutory framework for the early years foundation stage. • Education to secondary school level at least. • Knowledge and understanding of child development and children's and families' needs. 	<ul style="list-style-type: none"> • Previous experience working in an EYFS school setting. • Relevant qualification with regard to working with children, such as NVQ 3. 	A, I, D
Organisation	<ul style="list-style-type: none"> • Ability to plan and organise. • Ability to recognise and identify problems. • Ability to record and pass on information accurately. 	<ul style="list-style-type: none"> • Ability to cope with many roles/ responsibilities. • Understanding of the importance of parental involvement. 	A, I, R
Special skills and interests	<ul style="list-style-type: none"> • Ability to encourage and enable others to develop their full potential. 	<ul style="list-style-type: none"> • First aid, music, arts and crafts, computing. • Any extra interests related to childcare. 	A, I
Disposition and attitudes	<ul style="list-style-type: none"> • Good clear communicator • Ability to build trusting relationships with children, parents and adults. • To lead and work as part of a team. • A friendly, helpful, caring and flexible approach. • Open-mindedness and patience. • A commitment to equal opportunities. • Ability to maintain confidentiality in all school matters. 	<ul style="list-style-type: none"> • High levels of self-confidence. • Ability to relate well to other professionals. 	I, R
Physical attributes and other circumstances	<ul style="list-style-type: none"> • Ability to physically fulfil the responsibilities of the post. • Willingness and ability to attend appropriate meetings and training. • Reasonable personal presentation. • Excellent punctuality. 	<ul style="list-style-type: none"> • Flexible approach. 	I, R