



All Saints'

family, faith, flourish

Job Description: Teaching and Learning Assistant (Grade 7)

Responsible to and line managed by: Early Years' Leader and Headteacher

Post: Early Years Foundation Stage Teaching & Learning Assistant

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> - GCSE in Maths and English at C or above - First Aid certificate 	<ul style="list-style-type: none"> - Qualification NVQ Level 3, BTEC or equivalent relevant qualification in supporting children
Experience	<ul style="list-style-type: none"> - Experience in Early Years or KS1 - Have a proven track record of being an outstanding Teaching and Learning Assistant/contributing towards outstanding teaching practice. 	
Skills	<ul style="list-style-type: none"> - Good communication skills, both oral and written. - Ability to question children, using a range of questions, to informally assess and review children's understanding. - Able to assess children's progress and liaise with class teacher to ensure provided activities support the named child's academic and emotional/developmental needs. - Ability to teach phonics. 	
Attitudes	<ul style="list-style-type: none"> - Ability to work both as part of a team and independently. - Able to foster positive relationships with children and use a wide range of strategies to motivate children and their desire to learn. - Able to use own initiative and to be flexible and adaptable. - Relevant experience and skills to engage parents professionally. - Excellent proven communication skills with members of staff, parents/carers, children and other agencies. - Able to liaise with colleagues regularly to ensure that the needs of the children are reviewed and met. - Good organisational skills: able to assist in keeping detailed records of children's progress using online assessment programme - Positive approach to behaviour management. - Current knowledge of safeguarding and child protection procedures in schools. 	<ul style="list-style-type: none"> - Up to date enhanced DBS
Personal Qualities	<ul style="list-style-type: none"> - Commitment to continuing professional development. - Good organisational and interpersonal skills - Friendly and have a love of working with children. - Enthusiastic and willing to share their knowledge and skills with others. - Prepared to work flexibly as workload demands. - Contribute to whole school 'life' and attend extra-curricular events. 	