



Stanley Common Church of England  
Primary School

# Stanley Common Church of England Primary School

## General Teaching Assistant EYFS/Infants

### JOB DESCRIPTION

<b>POST:</b>	Teaching Assistant working with children across EYFS (starting date asap)
<b>GRADE:</b>	Grade 7
<b>DEPARTMENT:</b>	Children and Younger Adults: Education
<b>ESTABLISHMENT:</b>	Stanley Common C of E Primary School
<b>RESPONSIBLE TO:</b>	Class Teacher Headteacher
<b>LIAISON WITH:</b>	Teaching Staff Parents Advisory Staff All professional staff involved in the education and care of children
<b>FUNCTION:</b>	To work under the specific supervision, instruction and guidance of the class teacher to support the teaching and learning activities in the classroom. To provide general support to the class teacher in the organisation and management of pupils and the classroom. To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment. To promote the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop. To be responsible for promoting and safeguarding the welfare of children and young people within the school
<b>HOURS:</b>	12.5 hours per week. Exact timings TBC.

## Main duties and responsibilities

1. Under the specific supervision of the class teacher, to work with individuals and groups of pupils to deliver learning programs.
2. To encourage pupils to interact with others and engage in activities led by the teacher.
3. To assist with the general pastoral care of the pupils, including helping pupils who are unwell distressed or unsettled.
4. To assist the pupils with personal needs as appropriate.
5. Have a sound knowledge and/or experience of the EYFS and use strategies, in liaison with the teacher, to support pupils to achieve Early Years Foundation Stage objectives - The Early Learning Goals
6. To provide regular feedback on pupils in relation to progress and achievement under guidance of the teacher. This may include feedback on pupil progress in meeting Individual Education Plan targets.
7. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
8. To be aware of the planning of work and activities.
9. To provide general clerical support to the teacher, e.g. photocopying, laminating, filing, etc as required.
10. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection reporting all concerns to the appropriate named person. Undertake safeguarding responsibilities and expectations in line with the school's safeguarding policy.
11. To assist with the supervision of pupils out of lesson time but during the school day, within contracted hours as necessary for their safety.
12. To accompany teaching staff and pupils on visits, trips and out of school activities within contracted hours as required
13. To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
14. To attend relevant meetings and participate in training opportunities and professional development as required.
15. To attend relevant meetings and participate in relevant training and performance development as required
16. To adhere to school health and safety policy including risk assessment and safety systems
17. To assist with the development of basic Literacy, Numeracy and IT skills and to support their use in learning activities.
18. To undertake broadly similar duties commensurate with the level of the post as required by the head teacher