

Job Description

TEACHING ASSISTANT (EYFS and Pre-School)

Main Function:

To support pupils primarily in the EYFS and Pre-school to achieve excellent learning outcomes, through quality learning strategies and pastoral care.

Responsible to:

EYFS Lead Teacher

Qualifications & experience:

- NVQ Level 3 (or equivalent)
- Paediatric first aid certificate (training will be provided)

Duties:

Learning and Teaching Support

- To work under the direction of the teacher; assist the measuring, impact and evaluation of teaching and learning.
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Set challenging expectations within a supportive culture which promotes self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Write and upload observations to an online learning journal.
- Update care diaries and daily memos on an online learning journal.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals, targets/appropriate to EYFS
- Assist with the planning of learning activities and continuous provision both inside and outside based on next steps, weekly learning objectives and children's interests.
- Monitor pupil's responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, misconceptions etc.

Other Key Responsibilities

- Carry out daily break and lunch supervision duties.
- Support with leading an after-school activity and/or supervision of pupils.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and continuing professional development.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

Hours of Work:

Monday to Friday, term time only, ideally between the hours of 8am and 5pm.

Occasionally there may be a need to work a slightly longer day, to attend open events, College functions and inset days in the school holidays. The additional hours, including holiday pay, is included in the 42 weeks paid employment per year.

For ease the salary is divided over 12 months to provide an equal monthly payment.

The successful candidate will be entitled to join the College pension scheme after three months service at the College. Further details will be given to the successful applicant.