

**POST: EYFS Phase Teaching Assistant – Band 3**

<b>SKILLS/ ABILITY/ EXPERIENCE</b>	<b>TO DO WHAT?</b>	<b>HOW WELL? NOW OR WITH TRAINING?</b>	<b>HOW IMPORTANT AT THE TIME OF APPOINTMENT? 1-5</b>
<b><u>KNOWLEDGE</u></b>			
Good basic level of literacy and numeracy	To carry out admin tasks and support pupils development	Now	5
First Aid qualification (12 hour paediatric or willingness to train)	To administer basic First Aid to children as required	With training	4
Experience of working with/caring for children of a relevant age	To provide care and supervise play activities and eating within breakfast club and in main setting	Now	5
<b><u>INTERPERSONAL &amp; COMMUNICATION SKILLS</u></b>			
Ability to communicate information and ideas effectively to both adults and children	To relate to/communicate with the children and to develop and maintain good working relationships with colleagues and parents	Now	5
<b><u>INITIATIVE &amp; INDEPENDENCE</u></b>			
Ability to work independently with groups of children (with access to Supervisor when required)	To lead play, supervise groups of children	Now	5

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<b><u>PHYSICAL DEMANDS</u></b>  Reasonable level of physical fitness	To lift and carry play equipment  To implement play activities and to interact/play with the children. Lead high quality interactions with pupils.	Now	4
<b><u>MENTAL DEMANDS</u></b>  Awareness of needs/demands of young children and how they act/react	To react to children’s needs and demands and to ensure their safety and welfare while they are in the setting	Now	5
<b><u>EMOTIONAL DEMANDS</u></b>  To be an emotionally available adult for children and parents/carers	To provide support as and when appropriate	Now	4

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<b><u>RESPONSIBILITY FOR PEOPLE</u></b>			
Understanding of key safeguarding issues	To ensure correct reporting and monitoring of any safeguarding issues which may arise  To maintain appropriate levels of confidentiality and data security in respect of personal/pupil/colleague information	Awareness of the sensitivity of these issues now – training given in school procedures	4  5
<b><u>RESPONSIBILITY FOR PHYSICAL RESOURCES</u></b>			
Maintain clean resources and replenish perishables etc	To ensure rooms are effectively stocked with resources that are in good working order and clean	With training	4