

WESTOVER PRIMARY SCHOOL

JOB DESCRIPTION: Teaching Assistant Early Years Phase

GRADE: PCC Band 3 and 4

CONTRACTUAL ARRANGEMENTS:

ACCOUNTABLE TO: Headteacher and EYFS Phase Leader

PURPOSE OF THE JOB

The role of the Early Years Teaching Assistant is to work alongside qualified staff to ensure all children attending early years receive high quality care and are kept safe. You need to be adept at delivering planned activities and stimulating play experiences which meet their individual needs and support all aspects of the Early Years Foundation Stage (EYFS) curriculum.

KEY ACCOUNTABILITIES

General

- In conjunction with qualified staff, provide high quality care and activities for the children and to recognise both individual and group requirements in a secure, safe and stimulating environment.
- Ensure you are familiar with the key policies and procedures, especially safeguarding children, equal opportunities, behaviour management and health and safety.
- Ensure parent issues and concerns are dealt with promptly and accurately. Ensure management are informed and consulted where relevant.
- Participate in EYFS Phase meetings and staff meetings when requested. Additional time is paid for these if outside working hours.
- Attend training and development courses as directed by your manager.
- To promote at all times good relations between staff members, parents and children, and promote the ethos of the early years

Childcare and Curriculum

- Deliver the Early Years Foundation Stage framework and any other appropriate guidance for young children in accordance with policy and guidelines.
- Provide high quality support to all pupils in line with EYFS curriculum and best practice

- Ensure that you attend to the all-round daily needs of the children by enhancing their physical, intellectual, social and emotional development.
- Support the children in serving their own food, milk, drinks and snacks and encourage good nutrition and sociable eating.
- Assist children with personal care, including changing nappies, assisting with toileting and other associated welfare duties.
- Assist with all child safeguarding / protection issues / accidents to ensure that any remedial action is taken immediately. Ensure close monitoring of children about whom there are concerns.
- Assist with health and safety checks as required to ensure the room is tidy, safe, clean and secure for children, staff, parents/carers and visitors
- Cover for other staff as appropriate and as directed by your manager, especially given that unforeseen situations can occur when caring for children and recognising that the child's welfare is paramount.

Partnership with parents and carers

- Work in partnership with parents/carers, recognising that parents are their children's first educators, and encourage parental involvement in the EYFS Phase.
- If requested to do so, assist and attend parents' meetings and open days.
- Ensure parents are familiar with the security and procedures surrounding drop off and collection.
- If requested to do so, provide feedback and daily reports to parents about their child's day.
- Inform parents when their child is sick or not their normal self.
- Ensure you know what is going on at home that may have an affect on the child's behaviour or mood when they are at school.
- Be vigilant and diplomatic if you feel that there is a safeguarding or protection issue pertinent to the child. Inform management if in doubt.
- Understand the cultural, religious, ethical or personal preference issues that some parents may have in relation to their child.
- Keep the office informed of child absences or holidays. Ask parents about any likely absences and promote excellent attendance.

Environment Responsibilities

- To ensure the rooms is kept tidy and organised to allow for the efficient use of time and to maintain the high quality standards that we have set.
- To ensure resources, toys and equipment are organised, stored correctly, cleaned regularly and any breakages reported to premises team.

- To ensure any signs pictures or displays that are fixed to the wall are tidy, appropriate and in keeping with school standards.
- To make sure rooms, toilets and corridors are left tidy and cleared away at the end of the sessions to include children's clothes and shoes, resources, cups, plates, utensils, food, drink etc.

Health and Safety Responsibilities

- Help maintain the safety and security of all children, employees and visitors to the early years.
- Be familiar with the Health and Safety policy.
- Ensure the cleanliness of the children at all times.