



The Coombes CE Primary School

EYFS Teaching Assistant

JOB DESCRIPTION

Salary: Grade 3, SP 5 to 6, £24,790 FTE to £25,183 FTE, (actual salary: £18,169 to £18,457 per year).

Contract type: Permanent, Term Time, 32.5 hours per week (including 30 min lunch cover).

Reporting to: EYFS Lead

Context of Role:

- To provide a high standard of physical, emotional, social and intellectual care for children in the setting.
- To work as part of a team in order to provide an enabling environment in which all individual children can learn.
- To ensure the health and safety of children during the lunch break

Teaching Assistant:

The main responsibilities for this post are:

- To ensure that an educational caring and stimulating environment is provided for children that takes into account individual developmental needs and enables children to reach their full potential.
- To plan and prepare exciting play opportunities that meet children's developmental needs and stimulates their learning and integration within the nursery and EYFS.
- Keep abreast of legislation, guidelines, policies to ensure the Children's Act and the Early Years Foundation Stage Welfare Requirements are met at all times.
- To observe and assess children's development and keep accurate records of their achievement.
- To work with the school to ensure the smooth transition of children to Reception Class.
- Work with parents to provide full integration of all children into the nursery.
- To establish and maintain positive working relationships with parents/carers in a way that supports children's learning and development and values parental involvement.
- To be flexible within working practices e.g. To help, where needed, including undertaking certain domestic jobs, preparation of snack meals, cleaning equipment etc.
- Ensure all nursery / EYFS procedures are followed correctly, e.g. safeguarding, recording of accidents and the collection of children.
- Respect the confidentiality of information received at all times.
- Undertaking of specific childcare tasks: The preparation and completion of activities to suit the child's stage of development. To ensure that mealtimes are a valuable social occasion. Washing and changing children, as required.
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting, including safeguarding and confidentiality.
- To attend where appropriate, staff training, after school meetings and educational trips.
- To update training and continued professional development

Other: Reporting:

- To undertake such additional duties appropriate to the level of the post as may be required, from time to time as directed by the class teacher / EYFS Leader
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Monitoring, Assessment, Recording, Reporting:

- To provide feedback to the class teacher on pupils to help set targets for progress.
- Support the class teacher through clear communication.

Impact on Wider School:

- To promote and support the principle that all class-based staff are leaders of learning.
- To have high expectations of all pupils.
- To think creatively and imaginatively to anticipate and solve problems and identify opportunities.
- To liaise with staff to ensure smooth transition from one phase to another.

Personal Qualities and Attributes:

- To model the school values and vision
- To be creative, warm, engaging and transparent.
- To be well organised, calm and positive.
- To be able to quickly engage and build appropriate relationships with children.
- To have high levels of emotional literacy.
- To be dependable and reliable.
- To be willing to go the extra mile, have high levels of stamina, energy and determination.
- To be an effective team member and a model of professionalism.
- To be flexible, able to respond quickly to changes and think on your feet.

Other Professional Requirements:

- To operate at all times within the stated policies and practices of the school.
- To establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- To contribute positively and effectively to keeping children safe in education by following the school's safeguarding procedures and policy.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and students.
- To take responsibility for own professional development and duties in relation to school policies and practices.