



Role Profile

Location:	Colindale Primary School
Job Title:	EYFS Teaching Assistant – level 2
Grade:	Grade D – JE0463
Hours:	33.75 Hours per week - 8.15-3.30 (30 minutes break)
Salary:	£23,817 - £25,128 FTE £19,551 - £20,627 Pro Rata
Reports to:	Headteacher/Deputy Headteacher/EYFS Leader

Job description for EYFS Teaching Assistant

An experienced EYFS teaching assistant providing support to pupils within Colindale Primary School.

1. Purpose of Job:

The key focus of this role is to:

- support the classroom teacher with their responsibility for the development and education of all pupils
- assist in the development of pupils' learning, the provision of care and the management of pupils' behaviour under the direction of teaching staff/senior colleagues.

Jobholders generally work under the direct supervision of the teacher within the learning environment with the teacher present. However, they may occasionally be required to work outside the classroom for short periods.

2. Key accountabilities/duties/responsibilities:

Support for the Pupils

- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs

- Encourage pupils to interact with others and engage in various learning activities
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- Assist with the development and implementation of Education, Health and Care Plans and/or other support plans, as required

Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the preparation of learning activities
- Report pupils' responses to learning activities and record achievement/progress, as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the school's policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers, referring any difficult or contentious issues as appropriate
- Support teaching /senior staff with routine administration, such as such as photocopying, typing, filing

Support for the Curriculum

- Prepare, maintain and use equipment/resources required to meet the lesson plans or relevant learning activity and assist pupils in their use.
- Assist with the implementation of planned and spontaneous indoor and outdoor learning activities, adjusting activities according to pupil responses
- Record achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development, as required
- Assist with the supervision of pupils out of lesson times, as appropriate
- Accompany teaching staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Assist with special events, such as School Concerts and Fairs; Plays; Parents' / Carers' consultation meetings

3. Promoting the values and ethos of Colindale Primary School

To ensure that the values of Colindale Primary School are maintained and to ensure that a high level of confidentiality is maintained in all aspects of work.

4. Flexibility

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.

This job description is not exhaustive and may change as the post or the needs of Colindale Primary School develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

5. Colindale Primary School's Commitment to Equality

To deliver Colindale Primary School's commitment to equality of opportunity in the provision of its services, all staff are expected to promote equality in the work place and in the services the school delivers.



PERSON SPECIFICATION

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Attributes		Essential- E Desirable- D
Qualifications	<ul style="list-style-type: none"> • Minimum of a relevant and recognised Level 2 EYFS qualification • Good level of general education to at least GCSE level in English and Maths or equivalent to grade C or above • Paediatric First Aid • Basic food hygiene 	E E D D
Experience	<ul style="list-style-type: none"> • Experience of working with young children • Experience of implementing the EYFS Framework through observation, planning and record keeping • Experience of providing an enabling learning environment, both indoors and outdoors • Experience using Tapestry Online Journals • One-year post-qualification experience in an EYFS setting • Experience of working with Child Protection concerns • Experience supporting children with phonics 	E E E D D D D
Knowledge	<ul style="list-style-type: none"> • Good understanding of Early Years Foundation Stage framework and its implementation • Knowledge of different cultures, beliefs and religions within a school setting • Knowledge of Special Educational Needs & Additional Support Needs requirements • Awareness of Safeguarding, Health and safety and Hygiene issues, key person role, Data Protection, Equal Opportunities. • Knowledge of Letters and Sounds and Jolly Phonics 	E E E E D

Professional practice	<ul style="list-style-type: none"> ● Excellent English language skills, both written and oral. ● Able to form excellent relationships with adults and children. ● Able to communicate well and establish firm, fair and consistent boundaries. ● Able to keep clear records and documents ● IT literate ● Ability to work as a team ● Good organisational skills ● Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary ● Willingness to undertake training as required, e.g. first aid training, training on Downs Syndrome, ADHD, Autism Epilepsy, use of Epi-pen, allergies, fire safety training, Team Teach 	E E E E E E E E
Personal qualities	<ul style="list-style-type: none"> ● A commitment to the right of every child to education and care of the highest quality ● A belief in the unlimited potential of every child ● Caring and sensitive attitude towards pupils, parents and staff ● Positive and constructive outlook ● Well organised ● Flexible, with the ability to adapt to a changing timetable and cover requirements ● Ability to use own initiative in a variety of situations ● Seeks solutions to problems ● Good listener ● Reliable ● Ability to maintain a high level of confidentiality 	E E E E E E E E E