

ABBEY WOOD NURSERY SCHOOL
JOB DESCRIPTION
EARLY YEARS TEACHING ASSISTANT

Grade: 2 **Scale Point:** 3 - 4

Reporting to: Headteacher, Assistant Headteacher, Classroom Teacher and School Business Manager

Purpose of the Job

To provide practical assistance to the line manager in the school/service in catering for the personal welfare and educational needs of pupils. To contribute to facilitating pupil access to the education system, promoting inclusion, assessing and supporting achievement and monitoring progress towards service objectives. Supporting pupils on the special educational needs register as required.

Main Duties

1. To provide personal care and assistance for pupils who require such support. This may include assisting with oral and personal hygiene including changing nappies/pads and facilitating incontinence programmes, feeding or assisting with feeding the pupil safely and hygienically and supporting the pupil during break and lunch times as appropriate.
2. To prepare and assist in the preparation of the classroom, resources, equipment and computers for use by pupils.
3. Assisting the teacher to supervise and support pupils' Personal Learning Plans (PLP), both indoors and outdoors. Assisting with activity programmes; written observations and records on individual's progress. To take part in school activities and events as required.
4. To work with individuals and small groups on specific activities under the guidance of the teacher.
5. To motivate and support pupil(s) to remain on task and complete work in a focused way.
6. Accompanying and supporting pupil(s) on outings from school as necessary.
7. To pass on information about pupils personal and educational needs to the class teacher and other staff as appropriate. To contribute to team meetings and review meetings.
8. To support the pupils in physical activities (Climbing, riding bikes etc) as required.
9. To undertake training and attend INSET days in accordance to contractual requirements. To contribute to whole school policies.
10. To attend to minor accidents at school, where appropriate training has been given and supervise unwell children at the direction of the Headteacher.
11. To maintain the health and safety of the pupils and colleagues in the school by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with to your line manager.
12. To support the School's/Local Authority Equal Opportunities Policy.
13. Assisting with any other duties of a similar level of responsibility as required by the Headteacher.

14. To report any safeguarding concerns to the Designated Safeguarding Lead as soon as possible, and to complete any paperwork required by the DSL on the incident (yellow form)

At this level

The employee will work under the supervision of a teacher/supervisor in the school or service and may be either a new entrant to the occupation or someone who has experience across a range of duties.

At this level the employee will be expected to:

- Help with classroom resources and records
- Help with care and support of the pupils
- Provide support for learning activities
- Provide effective support for his/her colleagues

This will involve:

- Supporting activities in line with the EYFS
- Contribute to the management of pupil behaviour
- Support the use of ICT in the classroom and for record keeping
- Support the maintenance of pupil safety and security
- Undertake training in the specific skills needed e.g. manual handling, feeding, communication. (Personal care and assistance must be carried out following established advice, procedures and guidelines and following appropriate training).

In addition, they may also

- Support pupils with communication and interaction difficulties
- Support pupils with cognition and learning difficulties
- Provide support for pupils with sensory and/or physical impairments
- Undertake specific training in skills needed to provide the personal care required e.g. manual handling, communication skills.

Educational Requirements

- At least Level 2 childcare qualification
- English language, reading and comprehension up to GCSE standard (or be working towards it.).
- Numeracy skills up to GCSE standard (or be working towards it.).
- May have some training in communication techniques, creative play, physical care techniques.
- May have or be working towards relevant City and Guilds, NVQ or BTEC qualification or LEA approved training.
- Knowledge of EYFS framework.