



## HOLLYMOUNT SCHOOL

### JOB DESCRIPTION

#### TEACHING ASSISTANT (Foundation Stage)

##### **JOB PURPOSE:**

- To work as a member of the school team showing initiative and creativity to foster an environment which encourages the children's all round development and where high standards of care and learning are provided
- To support the education and social development of children through the provision of support in the school

##### **ACCOUNTABLE TO:**

- Responsible to the Foundation Stage Leader
- When working in the classroom the teaching assistant will work under the direction of the class teacher

##### **KEY TASKS:**

###### **Support for pupils:**

- To supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities – this could also require flexibility when it comes to supporting children with SEN if for example, a child's LSA is not present.
- Establish constructive relationships with pupils and positive interaction
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

###### **Support for teachers:**

- Help to create and maintain a purposeful, orderly and supportive environment.
- Assist the class teacher in the production of teaching resources to be used in the classroom,
- Be creative in supporting teachers with designing displays and imaginative play areas.
- Help setting up, cleaning up and ensuring "classroom readiness" for the following day.
- Provide feedback to teachers on children and use assessment strategies such as the use of the IPAD, individual "sticky" observations, photographs or work samples as a way of reporting on children's learning and progress in each child's individual profile.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning targets.
- Promote good pupil behaviour, dealing promptly with incidents in line with policy
- Establish positive relationships with parents/carers as appropriate.

### Support for the curriculum

- Undertake agreed learning activities/teaching programmes with individual children or groups
- Undertake programmes linked to the Early Years Foundation Stage Framework (EYFS) by seeking an awareness of the principles of the EYFS, including the learning areas, development matters, the Early Learning Goals, the Good Level of Development and the Characteristics of Effective Learning.
- Prepare, maintain and use resources required for specified learning activities
- Support the use of ICT in learning activities and help develop pupils' competence

### Support for the school

- Be involved and take responsibility for undertaking a school Induction Procedure.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, values and 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
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

Signed: \_\_\_\_\_

Headteacher

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Teaching Assistant

Date: \_\_\_\_\_

**HOLLYMOUNT SCHOOL**  
**PERSON SPECIFICATION/CRITERIA**  
**TEACHING ASSISTANT Scale 2**

**KNOWLEDGE, SKILLS AND APTITUDES**

Basic knowledge of childcare and child development which may have been gained through parental/caring experiences or through formal study

NVQ2 for Teaching Assistants or equivalent qualifications

Willing to undertake training in relevant learning strategies and support/Intervention programmes

Able to act in an understanding and patient manner whilst remaining firm and fair

Willing to carry out a wide range of tasks, working as part of a team and understanding your role within classroom responsibilities

Ability to maintain caring and professional approach in working with children

Understanding of relevant policies/codes of practice

First aid training as appropriate

Able to use ICT to support learning

**EXPERIENCE**

Experience of working with children of nursery/primary school age in a voluntary or employed capacity

Working with others in a team situation

**OTHER REQUIREMENTS**

Commitment to own personal development, being prepared to undertake training relevant to the post

Legally entitled to work in the UK (Asylum and Immigration Act 1996)