

JOB DESCRIPTION FOR THE FOUNDATION STAGE CLASS TEACHING ASSISTANT

The Early Years Teaching Assistant is immediately responsible to the Foundation Stage class teacher but overall responsibility is to the Headteacher. The person appointed is expected to be discreet about school information and act in a professional and caring manner at all times.

Outline of duties

1. To liaise daily with the class teacher, working under her direction within the F. Stage framework.
2. To assist in the assessment of pupils throughout the year, and use the e-profile if requested.
3. To teach groups of pupils and supervise when requested.
4. To be aware of Safeguarding Children procedures and to attend training when necessary.
5. To be sensitive to the needs of individual children and to work within their IEPs when necessary.
6. To assist the teacher in promoting a positive work and play environment.
7. To liaise with Pre – school when necessary to promote Early Years education at Crowmarsh School.

General Issues and tasks:

8. To support the teacher in the management of the welfare of the children, including assisting pupils in case of sickness or toilet accidents.
9. To be aware of Health and Safety issues pertaining to Early Years pupils.
10. To prepare and mount children's work for display or to store for assessment.
11. To set up displays of children's work in the classrooms and around the school.
12. To tidy and prepare work surfaces, shelf areas, display boards, book corners and school library.

13. To assist in the preparation for activities such as PE, art, craft, structured play, etc.
14. To ensure that equipment is correctly stored at the end of the session (e.g. after PE or at the end of an art session).
15. To assist with playground duty one day a week or when deemed necessary within reasonable limits.
16. To assist with school outings and other school activities as required.
17. To assist with the cleaning up of personal pupil 'accidents'.
18. To attend staff meetings occasionally and when necessary to the role.
19. To attend in-service training on Safeguarding Children and First Aid as necessary as requested by the Headteacher.
20. To be aware of the policy on Health and Safety ensuring that there is a safe working and learning environment where risks are properly assessed.
21. To notify the Headteacher and staff of any Health and Safety issues