



Holy Trinity C of E Primary School, N2 8GA

JOB TITLE: Reception Class Teaching Assistant

HOURS 36 Hours per week, 40 weeks

PAY SCALE Level 2 (15-18)

RESPONSIBILITY: To the Headteacher

LIAISON AND CO-OPERATION

To work as part of a team and in liaison and co-operation with:

- All teaching and non-teaching staff;
- Members of the Borough's Inspectorate and advisory and support services, LDBS and external agencies.
- Parents, governors and local community.

TASKS AND DUTIES

1. To be a member of a multi-disciplinary team, working together under the ultimate direction of the Headteacher.
2. To support the provision and implementation of the Early Years Foundation Stage Framework including implementing an appropriate curriculum which meets the needs of each child
3. High quality education and care in partnership with parents, carers, health and education partners
4. To support a smooth transition for children entering Reception from Nursery or pre-school provisions.
5. To support children during the lunch break
6. To act as Keyworker for identified children and report pupils' responses to learning activities and record achievement/progress, as directed

MAIN PURPOSE

1. To contribute to the planning and preparation, delivery and evaluation of learning experiences that will enhance children's physical, creative, intellectual, emotional, spiritual, social and moral development.
2. To contribute to the provision and maintenance of a stimulating, healthy, safe and aesthetically pleasing learning environment that reflects positive images of all pupils including their ethnic, cultural, linguistic and home backgrounds, abilities and gender.

DUTIES AND RESPONSIBILITIES

SAFEGUARDING

- To be aware of and implement the Safeguarding Policy and Procedures of the school.
- To administer first aid according to NHS, LA and School Policy and procedures through holding a current/prepared to train for a Paediatric First Aid Certificate.

LIAISON AND COOPERATION

- To establish and maintain effective, professional relationships with colleagues and work as part of a team and in liaison and cooperation with all staff, members of the LA and LDBS support services, parents, carers, Governors, local community and partnership organisations.
- To be support the implementation of the EYFS framework and School policies and procedures.

PARTNERSHIP WITH PARENTS AND CARERS

- To maintain effective and professional relationships with parents and carers understanding that quality parental engagement is a vital element of successful learning experiences for children.
- To share information with parents and carers informing them of their child's wellbeing and progress through daily contacts, consultation evenings, curriculum information sessions and other meetings.
- To develop home/school links by participating in home visits as required along with a colleague from the Foundation Stage Team and promoting parental involvement in a range of school activities.

THE FOUNDATION STAGE ENVIRONMENT

- To share in making decisions and recommendations about practice, routines and organisation of space to maximise the achievement of all pupils.
- To contribute to the selection and maintenance of resources.
- To prepare, set up, manage and clean up materials and equipment in both the indoor and outdoor learning areas.

SUPPORT FOR THE SCHOOL

- 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 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 such as Speech and Language etc
- Attend and participate in relevant meetings as required.

- Participate in training and other learning activities and performance development as required.
- Accompany teaching staff and pupils on educational visits, trips and out of school activities and swimming as required and take responsibility for a group under the supervision of the teacher.
- To carry out other reasonable duties as required by the SENCo and/or Head teacher

Early Years Teaching Assistant- Person Specification:

Essential	Desirable
Skills, aptitude, knowledge and experience <ul style="list-style-type: none"> • Experience of working or volunteering as a Teaching Assistant or a similar role • Basic IT skills, such as Internet browsing and accessing email • An understanding of the Foundation Stage curriculum • A commitment to the provision of high quality childcare • A positive approach to learning and gaining new skills through teamwork and training opportunities • Interest in the care, learning and development of young children 	
Personal qualities <ul style="list-style-type: none"> • Enthusiasm for working with young children • Excellent communication skills, with children, colleagues, advisors and parents/carers/carers. • Good organisational, record keeping and planning skills • Punctuality • Patience • Empathy with children, colleagues and parents/carers/carers • Reliability and trustworthiness • A positive approach to inclusive practice, with children and colleagues • Able to work in small teams 	<ul style="list-style-type: none"> • Flexibility – occasionally working hours might be changed, e.g. if the leading focus child meetings
Communication and influencing skills <ul style="list-style-type: none"> • Provide routine information to colleagues, parents / carers within defined guidelines • Use language and concepts appropriate to the child's age, stage of development, and culture • Build and maintain effective working relationships with parents/carers, colleagues and other professionals to ensure the appropriate level of care is provided 	
Qualifications <ul style="list-style-type: none"> • Educated to GCSE Grade A-C in English and/or Mathematics or equivalent • Completion of a recognised Level 2 Childcare qualification, e.g. Level 2 Diploma for the Children & Young People's 	<ul style="list-style-type: none"> • Level 1 Safeguarding Awareness training • Health & Safety certificate

Workforce, NVQ Level 2 in Children's Care, Learning and Development

- A positive approach to gaining further qualifications
- Some understanding of the importance of Health & Safety and Food Hygiene in the workplace

- First Aid certificate
- Completion of other relevant courses
- working towards NVQ 3

