



1-1 EYFS Teaching Assistant Job Description

Reporting to: EYFS Team Leader and Inclusion Manager

Responsible for: Supporting teaching and learning under the direction of the class teacher

DUTIES:

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Teaching and Learning

1. Assist in the educational and social development of pupils under the direction and guidance of the EYFS Team Leader and Class Teacher.
2. Assist in the implementation of Individual Education Programmes for students and help monitor their progress.
3. Provide support for individual students and groups, inside and outside the classroom to enable them to fully participate in activities.
4. Work with other professionals, such as speech therapists and occupational therapists, as necessary.
5. Assist class teachers with maintaining student records and marking children's books.
6. Support students with emotional or behavioural problems and help develop their social skills.
7. Attend appropriate in service sessions to increase knowledge and understanding of principles underlying student development and learning.

Administrative duties

1. Prepare and present displays of students' work.
2. Support class teachers in photocopying and other tasks in order to support teaching.
3. Undertake other duties from time to time as the EYFS Team Leader & Inclusion Manager requires.

Standards and quality assurance

1. Support the aims and ethos of the school.
2. To be aware of and follow the guidelines as detailed in all school policies including Behaviour, Anti-Bullying, Child Protection and Confidentiality.
3. Set a good example in terms of dress, punctuality and attendance.
4. Attend team and staff meetings.
5. Undertake professional duties that may be reasonably assigned by the Head Teacher.
6. Be proactive in matters relating to health and safety.

Other duties and responsibilities

1. Supervise children at break and lunch time.