



# Kirkby & Great Broughton CE VA Primary School

*"Shine among them like stars lighting up the sky" (Philippians 2:15-16)*

## Kirkby and Great Broughton Primary School

### JOB DESCRIPTION Nursery/EYFS TA

<b>POST:</b>	<b>General Teaching Assistant (GTA)</b>
<b>GRADE:</b>	Grade CD SCP 3 (4/5 for Nursery Lead)
<b>RESPONSIBLE TO:</b>	Head Teacher/ EYFS Lead
<b>STAFF MANAGED:</b>	None
<b>JOB FAMILY:</b> 7	
<b>JOB PURPOSE:</b>	To support teaching and learning by working with individuals or small groups of pupils of 3 and 4 year olds under the direction of the lead practitioner in the EYFS and responsible for learning activities within the overall teaching plan. May work in the classroom or appropriate location within the school, with access to support and guidance as required.
<b>JOB CONTEXT:</b>	<p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Supporting Learning &amp; Development</b>	<ul style="list-style-type: none"> <li>Plan and carry out learning/behaviour activities as directed and with own initiative</li> <li>Using agreed structured observation to feedback on learning, behaviour, participation and achievement, to support the planning and evaluation of the learning process in respect of groups and individual students</li> <li>Interact with pupils in ways that support the development of their ability to think and learn, including the use of careful questioning</li> <li>Assist teachers in the implementation of appropriate behaviour management and teaching &amp; learning strategies</li> <li>Support pupils in their social and emotional wellbeing, in implementing related programmes, including social, health and physical needs</li> <li>Assist in escorting and supervising pupils on educational visits and out of school activities</li> <li>Undertake break supervision as required</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>Participate in establishing and maintaining effective relationships with pupils, parents/carers and with other agencies/professionals</li> </ul>
	<ul style="list-style-type: none"> <li>Communicate effectively with all pupils, families, carers and other agencies / professionals</li> </ul>



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<b>Sharing information</b>	<ul style="list-style-type: none"><li>• Share information confidentially about pupils with teachers and other professional as required</li><li>• Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality</li><li>• Participate in staff meetings</li></ul>
<b>Safeguarding and Promoting the Welfare of Children/Young People</b>	<ul style="list-style-type: none"><li>• Carry out tasks associated with pupils' personal hygiene, (including personal intimate care) and welfare, including physical and medical needs, whilst encouraging independence</li><li>• Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate</li></ul>
<b>Administration/Other</b>	<ul style="list-style-type: none"><li>• Prepare classroom materials and learning areas, and undertake minor clerical duties e.g. photocopying and displaying pupils work</li><li>• Support the use of ICT and adhere to relevant policies</li><li>• Supervise and provide access arrangements for pupils sitting internal and external examinations and tests as required, ensuring that examinations comply with the Examination Board Regulations</li><li>• Participate in appraisal, training and other learning activities</li></ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"><li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure</li><li>• Work with colleagues and others to maintain health, safety and welfare within the working environment</li></ul>
<b>Data Protection</b>	<ul style="list-style-type: none"><li>• To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality</li></ul>
<b>Equalities</b>	<ul style="list-style-type: none"><li>• Promote inclusion and acceptance of all pupils</li><li>• Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values</li></ul>
<b>Customer Service</b>	<ul style="list-style-type: none"><li>• The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment</li><li>• The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values</li></ul>
<b>Date of Issue:</b>	



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## PERSON SPECIFICATION

### JOB TITLE: Nursery/EYFS TA

Essential upon appointment	Desirable on appointment
<b>Knowledge</b> <ul style="list-style-type: none"><li>An awareness of child development and learning in the EYFS</li><li>An understanding that children have differing needs</li><li>Good understanding of child development and learning processes within the EYFS.</li></ul>	<ul style="list-style-type: none"><li>Knowledge of Behaviour management techniques within the EYFS</li><li>Knowledge of Child Protection and Health &amp; Safety policies and procedures within the EYFS</li><li>Knowledge of inclusive practice within the EYFS</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>Experience appropriate to working with children in a nursery learning environment</li><li>Experience of working as part of a team</li></ul>	<ul style="list-style-type: none"><li>Experience in developing an EYFS curriculum</li><li>Experience in a school setting</li></ul>
<b>Qualifications</b> <ul style="list-style-type: none"><li>Relevant NVQ qualification level 3 or equivalent(a list of which can be found here <a href="#">Early years qualifications achieved in the United Kingdom - GOV.UK (www.gov.uk)</a>)</li><li>Paediatric first aid qualification or willingness to achieve</li><li>A good level of education including Maths and English GCSE grade C or above or further relevant experience.</li></ul>	<ul style="list-style-type: none"><li>Relevant NVQ level 4 or above</li><li>Food hygiene certificate</li></ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"><li>Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with a range of staff, children, young people, their families and carers</li><li>Good reading, writing and numeracy skills</li></ul>	
<b>Personal Qualities</b> <ul style="list-style-type: none"><li>Demonstrable interpersonal skills.</li><li>Ability to work successfully in a team.</li><li>Confidentiality</li><li>Flexibility</li></ul>	<ul style="list-style-type: none"><li>Creativity</li></ul>
<b>Other Requirements</b> <ul style="list-style-type: none"><li>Enhanced DBS Clearance</li><li>To be committed to the school's policies and Christian ethos</li><li>To be committed to Continuing Professional Development</li><li>Motivation to work with children and young people</li><li>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li><li>Ability to use authority and maintaining discipline</li><li>An empathy for equality &amp; diversity</li><li>The ability to converse at ease with and provide advice in accurate spoken English is essential for the post</li></ul>	



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