

ST JOSEPH'S PRIMARY SCHOOL

Job Description

Early Years (Reception) Teaching Assistant



RESPONSIBLE TO: Executive Headteacher/Acting Head of School

Working under the direction of: EYFS Lead

Hours: Monday to Friday 8.30am to 3.30pm

Term Time Only

The school was founded by and is part of the Catholic Church. It is one of the formal means through which the Church's educative mission is fulfilled and is to be conducted as a Catholic school in accordance with the canon law and teachings of the Roman Catholic Church, and in accordance with the Trust Deed of the Diocese of Hallam.

MAIN DUTIES AND RESPONSIBILITIES

- To support individual pupils in the curriculum to accelerate their learning.
- To be involved in the planning, development and delivery of intervention strategies.
- To observe and monitor the pupil's progress and adapt agreed approaches to their particular needs.
- To promote the school's Catholic aims and values.
- To contribute to the educational needs and personal, social and emotional development specifically those with special educational needs.
- Work under the direction and instruction of the Class Teacher to enable access to learning and provide general support in the management of pupils within school.

SUPPORT FOR PUPILS

- Use specialist (curricular/learning) skills/training/experience to support pupils.
- Assist with the development and implementation of IEPs.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

SUPPORT FOR THE TEACHER

- Work with the teacher to establish an appropriate learning environment.

- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- Undertake marking of pupils' work and accurately record achievement/progress.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
- Administer and assess routine tests and invigilate exams/tests.
- Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

SUPPORT FOR THE CURRICULUM

- Support pupils in respect of the Early Years Foundation Stage Curriculum as directed by the teacher.
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Help pupils to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Support pupils to understand and follow instructions.
- Support pupils in using basic ICT and Computing programmes as directed, developing pupils' competence and independence in its use.
- Work with teachers to provide a differentiated curriculum, ensuring differentiated resources are available for pupils.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their appropriate use.

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 and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.

- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of pupils' out of school hours learning activities.
- Supervise pupils on visits, trips and out of school activities as required.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

The Postholder's duties must be carried out in compliance with the school's policies and procedures, including child protection procedures and the School's Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974) and the subsequent health and safety legislation.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the Postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

This job description will be reviewed annually, as part of the school's annual appraisal procedures for support staff, or earlier if necessary. It may be amended at any time subject to consultation with all relevant parties.

Date Job Description Revised: November 2024	By whom: Mrs A Smith
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