



## St Peter & St Paul Carbrooke Church of England Primary Academy & Nursery

Headteacher: Mrs Hannah Wheeler

Church Street, Carbrooke, Thetford, Norfolk IP25 6SW

Tel: 01953 881537 Email: [office@st-peter-st-paul.norfolk.sch.uk](mailto:office@st-peter-st-paul.norfolk.sch.uk) Web: [www.carbrookeschool.co.uk](http://www.carbrookeschool.co.uk)

### **Job Description ~ Teaching Assistant, EYFS Provision**

<b>Job Title:</b>	Teaching Assistant
<b>Role:</b>	Permanent
<b>Salary:</b>	Salary Scale B or C depending upon experience
<b>Responsible to:</b>	Class Teacher, and the Headteacher

#### **Purpose of role:**

Working with the EYFS team to provide high quality care and learning opportunities for children aged 2 to 5 years of age. The Teaching Assistant will be responsible for planning and organising a range of stimulating and educational activities throughout the day, providing the children with a combination of social learning, outdoor and indoor play and fun, engaging activities.

#### **Main Responsibilities:**

##### **Support for Children's Learning**

- To provide high quality, child-centred care and education.
- To participate in planning in order to provide a range of activities designed to meet the individual and communal needs and interests of the children.
- To act as a key-person for a group of children.
- To assist with the long and short-term Educational planning and the delivery of activities.
- To supervise and encourage positive, safe behaviour for children.
- To build positive relationships with children by acting as a role model and providing a warm, caring environment.
- To conduct regular observations on children and assist in completing developmental records.

##### **Support for Learning Environment**

- To retrieve, sort and display children's work and other relevant material in an effort to provide a pleasant physical environment that promotes the ethos of the setting.
- To ensure the premises remain clean, tidy, safe and secure.
- To complete daily room checks and participate in the review of risk assessments.



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### Care and Support for children

- To assist children with personal, social hygiene and care.
- To identify and report concerns in regards to children's development and progress.
- To assist in the devising and implementation of Individual Education Plans.
- To promote and engage in effective, positive communication with children, colleagues, staff and parents.

### General Accountabilities

- 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.
- Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Undertake other similar activities that may fall within the grade and scope of the post as directed by the Headteacher.

### Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE level (or equivalent) – Mathematics and English Language at GCSE grade 4 or above (or grade C or above)</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant educational, childcare, health or social care qualification at level 2 or above or be working towards a relevant qualification.</li> <li>• Paediatric First Aid training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working with or caring for children of relevant age.</li> <li>• Experience working with children in an educational setting</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with outside agencies</li> <li>• Experience working with children who require significant support</li> </ul>



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<p><b>Skills and Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Strong communication skills</li> <li>• Basic understanding of child development and learning.</li> <li>• General understanding of the Early Years Foundation Stage (EYFS) National Curriculum and other basic learning programmes.</li> <li>• Knowledge of relevant policies/codes of practice and awareness of legislation</li> <li>• IT skills</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li> <li>• Ability to relate well to children and adults.</li> <li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</li> </ul>	
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The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list, and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Executive Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

*The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.*