

# **EARLY YEARS TEACHING ASSISTANT**

## **JOB DESCRIPTION**

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### **Postholder**

Title and Grade of Post

**Teaching Assistant LBR Scale 2**

### **Purpose of the Job**

To assist class teachers with the teaching of pupils within the school and to carry out such other associated duties as are reasonably assigned by the Headteacher.

### **Applicable Contract Terms and Duties**

This job description is to be performed in accordance with the provisions of the NJC pay and conditions and within the range of duties set out in that document so far as relevant to the postholder's title and salary grade. The post is otherwise subject to the Conditions of Service for the National Joint Council for Local Government Services (the "Green Book") and to locally agreed conditions of employment to the extent that they are incorporated in the postholder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

### **Relationships**

The postholder is responsible to the Headteacher for his/her duties and responsibilities. The postholder is responsible for working collaboratively and cooperatively with other members of the school staff, teaching and non-teaching.

### **Particular Responsibilities**

The particular responsibilities attaching to the post of Teaching Assistant are as follows:

- To liaise with the class teacher at the start of the day;
- To provide general support and assistance to the teachers;
- To work in the classroom with groups or individual children under the direction of the class teacher;
- To contribute to a stimulating learning environment in order to develop the intellectual, social, emotional and physical development of all the children in the Early Years;
- To contribute to the assessment of each child's progress through observational and other evidence to add to individual records as required;

- To have a good working knowledge of the Early Years Framework and Development Matters;
- To help promote good home school links and to help foster greater understanding of good early years practice;
- To administer first aid when needed;
- To provide assistance by clearing away after lessons, cleaning aprons, easels etc.;
- To care for young children being sympathetic to their needs;
- To clear up spillage if no other cleaning or caretaking staff are on the premises;
- To help with playground duties;
- To cover for SEN children where appropriate;
- To help with the displaying of work;
- To accompany class teachers on trips as and when required;
- To undertake reprographic duties and assisting clerical staff with filing etc.;
- To audit and recommend resources when necessary under the direction of the post-holder;
- To be responsible for promoting and safeguarding the welfare of children you are responsible for or come into contact with;
- To have a welcoming professional approach towards children, parents, other staff and professionals
- To attend training courses to further professional development;
- To attend staff/phase meetings;
- To undertake any other reasonable duties that may be requested by the teacher or the Head Teacher.