

JOB DESCRIPTION: EARLY YEARS TEACHING ASSISTANT (FOUNDATION STAGE)

Witham Hall School Trust is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and previous employers and the Disclosure and Barring Service (DBS).

Scope & General Purpose:	To be an active member of the EYFS team, and contribute strongly to the effective provision and practice in the Foundation Stage
Responsible to:	Head of EYFS (Head of Pre-Prep)
Hours of work:	0815-1530 Monday to Friday, with additional 2/3 crèche sessions per week 1600-1715, term-time only
Salary:	£15,606 <i>per annum</i> (crèche duties are paid additionally)
Pension:	Auto-enrolment by the School in the <i>School's Pension</i> as appropriate
Commencement Date:	September 2023
Notice Period:	Half a term

Overview

To be highly motivated, energetic and a skilled member of our EYFS team who will contribute strongly to the outstanding provision and practice in the Foundation Stage (ages 4-5).

Key Tasks

- To assist with the teaching and learning across the Reception and the Year 1 classes.
- To assist in crèche (after school facility) for 2 or 3 sessions a week depending on rota
- To contribute to the planning, delivery and assessment in the Foundation Stage, including timely completion of the EYFS Profile, at least termly.
- To participate in and take responsibility for a group in our phonics programme. Training will be provided as appropriate.
- To contribute to the assessment process in the Foundation Stage and to assist with children's Learning Journeys on Tapestry.
- To attend weekly team meetings with the EYFS team and the follow any actions arising from those meetings.
- To communicate informally to parents on individual children's progress in their Learning Journey and their Foundation Stage Profile where appropriate.
- To evaluate, devise and implement an EYFS Development Plan with the Foundation Stage Teacher.

- To help the EYFS Co-ordinator carry out and complete the required Risk Assessments as specific to the EYFS for both school areas and on trips.
- To assist with all Pre-Prep staff in serving and helping at lunchtimes and undertaking duties on the playgrounds.
- To liaise with and attend meetings of EYFS colleagues and schools if felt beneficial.
- To liaise with parents and providers of care to ease transition of new children into the EYFS.

Knowledge, Skills and Experience Required

Essential

- Level 2 TA Qualification or equivalent essential, Level 3 is desirable. Further training can be offered in post if required.
- The appropriate aptitude and attitude to be able to build positive relations and support pupils with their learning and development.
- Good literacy and numeracy skills.
- Enthusiasm, energy and commitment.
- Excellent interpersonal skills with the ability to communicate effectively at all levels, including with the pupils, colleagues and parents.
- Demonstrates patience, with a kind and caring manner.
- Ability to work under own initiative.
- Proven successful decision-making skills.
- Flexible approach to role.
- Positive approach to learning in role and identifying own training needs as appropriate; the School would be willing to support learning as required on a mutually agreeable basis.

Continuing Professional Development includes:

- Attendance at Full Staff meetings and Staff INSET days which tend to occur on the first two weekdays before the start of a new term; assistants are also welcome to attend weekly Pre-Prep staff meetings.
- A willingness to update first aid expertise and observe high standards of safety.
- The undertaking of Child Protection Training as required and in line with the Witham Hall School Safeguarding Children Policy.
- Attendance at any available training suggested by the CPD co-ordinator, or any local area cluster groups as appropriate.

Note

- This Job Description gives a basic outline of the role and does not claim to be comprehensive. All members of staff are expected to play a full role in the life of the School as may be reasonably required of their position.
- Any role at the School can develop over time as appropriate. This Job Description is not contractual and therefore subject to change.