

Goldington Green Academy

TITLE: Early Years Higher Level Teaching Assistant Level 4

RESPONSIBLE TO: Headteacher/ EYFS Assistant Head

RESPONSIBLE FOR: EYFS teaching assistants

JOB PURPOSE: To provide safe, high quality education and care for pre-school children; to fulfil legal and statutory requirements; to supervise staff on a day to day basis; to contribute and implement pre-school policies.

MAIN RESPONSIBILITIES:

Support for Pupils

1. Under the guidance of the EYFS Leader to use a range of supporting techniques to present learning tasks and curriculum content in a clear and stimulating manner in order to maintain pupils' interest and motivation and to help pupils to learn effectively through observing interactions, guiding, advising and feedback. This will include the effective use of ICT to support pupils' learning.
2. To teach children in accordance with the Early Years Foundation Stage, offering an appropriate level of support and stimulation.
3. To assist with the pastoral care of pupils, attending to their personal and social needs as necessary and building and maintaining successful relationships with them.
4. To promote and support the inclusion of all pupils in the learning activities in which they are involved.
5. Under agreed school procedures to give first aid/medicine where necessary; or assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy under the direction of the appropriate specialist.
6. To assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the Educational Visits Coordinator.

Support for the wider Preschool Team

1. To take responsibility for creating and adapting long term, medium term and sessional curriculum plans which ensure that each child is working towards the early learning goals; to monitor the effectiveness of the pre-school curriculum
2. To be responsible for providing high quality teaching, ensuring that staff are properly deployed and offer appropriate stimulation and support to the children

3. Under the supervision of the EYFS Leader to plan, devise and extend appropriate educational activities. This will include contributing to the development of IPPs and Personal and Pastoral Support Plans and will require the understanding of aims, content, teaching strategies and intended outcomes of interactions. To support and work with staff/key worker to identify and respond appropriately to individual differences between pupils so that demanding expectations may be set and to contribute to decisions about the most appropriate learning goals and strategies.
4. To assist the EYFS Leader in evaluating pupils' progress through a range of monitoring and assessment activities, using the results of this monitoring to inform further support work, developing pupils' skills and learning and to give oral and written feedback on attainment and progress to both pupils and the key worker /staff, as required.
5. To efficiently prepare, maintain and use appropriate classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient usage of school resources.
6. To organise the key person system and to effectively supervise staff on a daily basis; to be responsible for monitoring the quality of interactions; to participate in staff appraisals and to identify in-service training needs.
7. To support expectations of pupil attitude and behaviour and assist in securing appropriate standards of discipline to create and maintain a purposeful orderly and supportive environment for pupils' learning.

Support for the Curriculum

1. To maintain familiarity with the relevant requirements of the EYFS to assist with the effective teaching to ensure that opportunities are taken to develop pupils' learning and skills.
2. To be responsible for providing high quality teaching, ensuring that staff are properly deployed and offer appropriate stimulation and support to the children
3. To plan and to supervise the daily programme of pre-school activities.
4. To oversee and assist with the setting up of learning spaces for the daily programme and ensure the spaces are tidy at the end of each session.
5. To act as a key person to a small group of children liaising closely with the parents/carers and ensuring each child's needs are recognised and met.
6. To teach children, offering appropriate levels of support and stimulation

Support for the School

1. To ensure that the pre-school is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills are regularly practiced.

2. To ensure records are properly maintained, e.g. daily attendance register, accident and incident book.
3. To liaise closely with parents/carers, informing them about the pre-school and its curriculum, exchanging information about children's progress and encouraging parents' involvement
4. To attend weekly Early Years meetings to ensure relevant information is shared with the wider Preschool Team.
5. To liaise as necessary with parents and carers and with outside agencies, offering support and advice as appropriate.
6. To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential or sensitive information.
7. Be aware of and comply with policies and procedures relating to safeguarding child protection; equal opportunities; health and safety; confidentiality and data protection.
8. To promote the well-being of all staff and the well-being and good behaviour of pupils in the school ensuring that all advice from SENDCo or SEND Assistant /Inclusion Lead is implemented.
9. To promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Safeguarding Children Board Child Protection procedures and the school's Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the designated Child Protection Officer.
10. To show tolerance of and respect for the rights of others and not to undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. To maintain the positive ethos and core values of the school, both inside and outside the classroom.
11. To ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
12. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
13. To undertake tasks of a similar nature and level, as directed by the Head teacher.

Date

Signed