

## Job Description EYFS Teaching Assistant Level 3

**To support the learning, development and wellbeing of children in the Early Years Foundation Stage by working under the direction of the class teacher and EYFS team, helping to create a safe, stimulating and inclusive learning environment where all children can thrive.**

### **SUPPORT FOR PUPILS**

- Support children's learning through play-based and adult-led activities in line with the EYFS framework
- Take an active role in outdoor learning and play, supporting children's physical development, exploration and independent learning
- Promote personal, social, emotional and physical development
- Support individual children and small groups, including those with additional needs
- Encourage positive behaviour, independence and self-confidence
- Observe, monitor and contribute to assessments of pupils' progress
- Support pupils' wellbeing, including intimate and personal care where required, following school policies and safeguarding procedures
- 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 FOR TEACHING AND LEARNING**

- Work with the teacher to establish an appropriate learning environment
- Work closely with the class teacher to support the planning and delivery of learning activities
- Prepare and organise learning resources and equipment
- Contribute to maintaining a stimulating, safe and well-organised learning environment (indoors and outdoors)
- Support phonics, early reading, writing, number and language development
- Use strategies that support inclusive practice and meet individual learning needs
- 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
- Provide general clerical/admin. support e.g. photocopying, producing worksheets for agreed activities etc.

### **SUPPORT FOR THE SCHOOL**

- Promote the school's vision, values, policies and ethos at all times
- Support positive relationships with parents and carers as directed by the class teacher or senior staff
- Attend relevant meetings, training and professional development activities
- Recognise own strengths and areas of expertise and use these to advise and support others
- Contribute to the wider life of the school, including duties such as lunchtime supervision
- 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
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required

### **SAFEGUARDING, HEALTH & SAFETY**

- Promote and safeguard the welfare of children in accordance with school safeguarding policies and statutory guidance
- Follow all safeguarding, health and safety, behaviour and intimate care policies
- Report any safeguarding concerns immediately to the Designated Safeguarding Lead

The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.