

# Role Profile: EYFS Teaching Assistant

## Purpose

### Key Purpose of the Job

The EYFS Practitioner will be responsible to the Deputy Head for delivering high standards of care and education for children between 3 and 5 years of age, in accordance with statutory requirements. You will implement the daily routines and contribute to the monitoring and evaluation of pupils and support the smooth running of the Early Years Foundation Stage.

## Key Accountabilities (6-8 max)

### Teaching and Learning

- To guide pupils to reflect on the progress they have made and their emerging needs; demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching.
- Have knowledge of the relevant EYFS curriculum areas, foster and maintain pupils' interest in learning, address misunderstandings; demonstrate a critical understanding of developments in the subject and curriculum areas.
- To collaboratively produce displays of children's work to a high standard to create a stimulating learning environment.
- Set high expectations which inspire, motivate and challenge pupils; set high expectations which inspire, motivate and challenge pupils set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions.
- To promote a love of learning and pupils' intellectual curiosity.

### Accurate and productive use of assessment

- Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements; make use of formative and summative assessment to secure pupils' progress; use relevant data to monitor progress and plan subsequent lessons.

### Administration and Communication

- Participating in administrative and organizational tasks related to such duties as are described above, including the ordering and allocation of equipment and materials. Attending assemblies and supervising them, whether these duties are to be performed before or during the day or at after school session.

### Well-being, Discipline, Health and Safety

- Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils. Manage behaviour effectively to ensure a good and safe learning environment.
- Have clear rules and routines for behaviour in classrooms and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy.

- Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly ☑ manage groups effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them.
- Complete compliance training as and when is necessary. Promoting the general progress/wellbeing of any individual group of pupils assigned to you. Providing guidance and advice to pupils on educational and social matters. Establish a safe environment for pupils, rooted in mutual respect

#### **Fulfil wider professional responsibilities**

- Fulfil wider professional responsibilities; make a positive contribution to the wider life and ethos of the school ; develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support; take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues; communicate effectively with parents with regard to pupils' achievements and well-being.

## **Safeguarding Responsibilities**

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	Has a NVQ Level 2 or 3 qualification in Early Years	Level 6 or above
<b>Skills</b>	<p>Has excellent communication skills</p> <p>Has effective organisational and planning skills</p> <p>Is a confident and competent user of ICT</p> <p>Displays a good understanding of a range of behaviour management strategies</p> <p>Is willing to work within the organisational procedures and processes and to meet the required standards for the role</p> <p>Has a good standard of personal Literacy and Numeracy skills</p>	<p>Is resilient and demonstrates ability to work well under pressure</p> <p>Is flexible and adaptable; willing to follow direction and instruction in relation to the school's needs</p>
<b>Experience</b>	Has worked previously with children in a similar setting.	<p>Has a clear philosophy of early years education which puts the child at the centre of the process and recognises the necessity for stimulation, enjoyment, and high standards.</p> <p>Has proven experience working with parents and colleague in a positive and constructive manner.</p>
<b>Other</b>	<p>Willingness to participate fully in the extra-curricular life of our school.</p> <p>Is committed to meeting the needs of children, whatever their background or ability.</p> <p>Displays warmth, care and sensitivity when dealing with pupils</p>	Is committed to continual personal and professional development. Is reflective and learns from past experiences.

### Key Stakeholders:

Internal – Head, SLT, HOD, Colleagues

External – Pupils, Parents

Signed: ..... Name (print): .....

Date: .....

# Role Profile: After School Supervisor

## Purpose

### Key Purpose of the Job

*To provide childcare, play and educational activities within the After School Club and support with administering club registers.*

## Key Accountabilities (6-8 max)

### Teaching and Learning

- To plan, provide and supervise a variety of appropriate activities for the age range. To support where appropriate the completion of homework. To tidy up after each session and ensure resources are looked after.

### Administration and Communication

- To participate in administrative and organizational tasks related to such duties as are described above, registering the attendance of pupils and supervising them. To act as a liaison between school and parents. Passing on any parent queries/concerns to the school office.

### Well-being, Discipline, Health and Safety

- Maintaining good order and discipline among the pupils and safeguarding their Health and Safety. Complete compliance training as and when is necessary. Promoting the general **progress**/wellbeing of any individual group of pupils assigned to you. To administer first aid as required and to record it in the school's electronic records. Ensure children are supervised at all times. Ensure children follow the school's acceptable use policy when using ICT. Ensure all gates and doors are secure.

### Staff Conduct

- Maintain high professional standards of attendance, punctuality, appearance, and conduct. Demonstrate positive and courteous relations with pupils, colleagues, parents and any external personnel. Adhere to school and Cognita policies. To actively engage in performance management. To actively engage in professional development activities. Carry out other such duties as are reasonably assigned by a member of the Leadership Team.

## Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required