



Role Profile: Early Years Classroom Assistant

Purpose

Job Title:	Early Years Classroom Assistant
Responsible to:	Class Teacher
Key purpose of the job:	To work with the class teacher and be responsible for the education and welfare of the children in the class

Key Accountabilities

Key Deliverables:

General

1. To be responsible to your Line Manager/Class Teacher
2. To promote the education, welfare and personal care of pupils, having regard to the aims and objectives of Glenesk School and its policies
3. To establish and maintain good relations with pupils, parents and support staff, including peripatetic staff and outside agencies
4. To set a good example in terms of dress, punctuality and attendance
5. To participate in meetings at the School which relate to the curriculum and organisation of the school and the pastoral care of the pupils

Responsibilities as part of the class team are as follows:

Organisation

- To assist in the organisation and running of the class on a daily basis
- To assist in the presentation of the class including displays and tidiness
- To carry out daily duties as specified on the duty rotas

Planning

- To assist in the planning of daily activities
- To help prepare activities and to clear up after them

Teaching and Learning

- To support individual children within the classroom as directed by the class teacher
- To hear children read
- To monitor standards achieved by the children according to their stages of development
- To support the class teacher in the assessment and observation children and record findings
- To liaise with the SENDco and other educational professionals when necessary
- To maintain confidentiality

Meetings

- To attend parents' evenings/meetings when needed
- To attend Staff Meetings when required Training
- To attend termly whole school staff meetings and inset days

Training

- To undertake regular compliance training

Health and Welfare

- To promote and be responsible for the Health and welfare of the children within the class
- To supervise the children both in and out of doors, including playtimes
- To support children's personal hygiene when necessary
- To ensure all toys and equipment are maintained to a clean, safe and acceptable standard

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
Skills	<p>Knowledge and understanding of child development and the ways in which children learn</p> <p>Knowledge of phonics and early reading</p> <p>A commitment to the provision of high-quality childcare</p> <p>A positive approach to inclusive practice, with children and colleagues</p> <p>Ability to help professional staff to achieve their objectives</p> <p>Confident in the supervision of children, and adhere to defined behaviour management policies</p> <p>Demonstrate a good understanding of child safeguarding arrangements</p>	
Qualifications		A relevant qualification in Childcare and/or Education
Experience	Experience of working with young children, perhaps as a parent or voluntary worker	Experience as a TA in a KS1 classroom

Key Stakeholders:

Internal – Headteacher, Staff, Students

External – Parents, other external agencies

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

Signed:

Name (print):

Date: