

Role Profile: Early Years Teaching Assistant (Fixed Term & full time)

Purpose

Our Little Downsend Schools are happy, caring and energetic schools. Each child is encouraged to reach their full potential and develop a passion for learning. Our dedicated, well-qualified team is committed to providing the best educational experience for every child. Our Teaching Assistants assist in promoting the education, welfare and personal care of pupils, having regard to the aims and objectives of Downsend School and Little Downsend policies.

Key Accountabilities

Relationships

The post holder is responsible to the Head of Little Downsend/Head of School. The post holder also interacts on a professional level with other colleagues and will be required to maintain productive relationships with pupils, parents and staff.

Standards and Quality Assurance

- Support the aims and ethos of the school;
- Set a good example in terms of dress, punctuality and attendance;
- To attend events, including Saturday Open Mornings if taking place (none currently planned);
- To attend INSET days and participate in training and other learning activities and performance development as required;
- To participate in arrangements made for appraisal.

Main Duties and Responsibilities

- To be responsible to the Head of Little Downsend/ Head of School.
- To assist in promoting the education, welfare and personal care of pupils, having regard to the aims and objectives of Downsend School and Little Downsend policies. Welfare and personal care will include changing nappies and soiled clothing as appropriate to the age of the children.
- To share in the responsibility for the discipline and pastoral care of the pupils, including the safeguarding and promoting of children's welfare.
- To undertake lunchtime and break-time duties as required.
- To maintain good relations with pupils, parents and teaching and non-teaching staff.
- To participate in meetings at the school which relate to the curriculum and organisation of the school and the pastoral care of the pupils.
- To attend events, including Saturday Open Mornings and Afternoons if they are taking place. Other events may include parents' evenings, information evenings and Parents' Association events.
- To attend staff meetings and INSET days as required.
- To assist the class teacher with planning, preparation and delivery of lessons.
- To maintain good order and discipline among pupils, and safeguard their health and safety, both on and off the school premises.
- To assist in ensuring that the classroom is an organised, lively, stimulating and safe learning environment.
- To participate in arrangements for appraisals
- To undertake additional duties as required by the Head of Little Downsend

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	<ul style="list-style-type: none"> • Knowledge and understanding of child development and the ways in which children learn and develop • A commitment to the provision of high-quality childcare and early learning • A positive approach to inclusive practice, with children and colleagues • Ability to help professional staff to achieve their objectives • Confident in the supervision of children, and adhere to defined behaviour management policies • Demonstrate a good understanding of child safeguarding arrangements 	
Qualifications	<ul style="list-style-type: none"> • NCFE CACHE Level 3 Diploma in Early Years Education and Care (Early Years Educator) (or equivalent L3 qualification) • GCSE (or equivalent) in English and Maths 	
Experience	<ul style="list-style-type: none"> • Experience of working in a school setting 	<ul style="list-style-type: none"> • Experience working in an independent school

Key Stakeholders:

Internal – school managers, teachers, colleagues, children

External – parents, visitors to school, neighbours

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: