

Role Profile Early Years Teaching Assistant

Location: Little Downsend Leatherhead

Function/Department: Class Support

Reporting To: Head of School/Head of Little
Downsend

What you'll be doing

Role 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 responsibilities

- Support children's learning and development.
 - Promote pupil welfare, safeguarding and wellbeing.
 - Maintain a positive and stimulating learning environment.
 - Build positive relationships with pupils, parents and colleagues.
 - Contribute to the wider life of the school.
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What you will be doing

- 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 responsibility for the discipline and pastoral care of pupils, including safeguarding and promoting children's welfare.
 - To undertake lunchtime and break-time duties as required.
 - To maintain good relationships with pupils, parents, and teaching and non-teaching staff.
 - To participate in meetings at the school that relate to the curriculum, organisation of the school, and pastoral care of pupils.
 - To attend events, including Saturday Open Mornings and Afternoons, where applicable. 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 the 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 appraisal arrangements.
 - To undertake additional duties as required by the Head of Little Downsend.
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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.

What you'll bring

Essential	Desirable
<p>Skills</p> <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 achieve their objectives.• Confidence in the supervision of children and adherence to defined behaviour management policies.• Demonstrates a good understanding of child safeguarding arrangements.	
<p>Qualifications</p> <ul style="list-style-type: none">• NCFE CACHE Level 3 Diploma in Early Years Education and Care (Early Years Educator), or an equivalent Level 3 qualification.• GCSEs (or equivalent) in English and Maths.	
<p>Experience</p> <ul style="list-style-type: none">• Experience of working in a school setting.	<p>Experience</p> <ul style="list-style-type: none">• Experience working in an independent school.

Key Stakeholders you'll be working with

- **Internal:** School managers, teachers, colleagues, children.
- **External:** Parents, visitors, neighbours.

To be signed and dated by employee:

Signed:

Name (print):

Date:

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