



Level 2 Teaching Assistant – Pre School Job Description & Person Specification

Job Description for Level 2 Teaching Assistant – Pre School

Grade: Emmaus Catholic MAC Pay Scales
Grade 3 (SCP 3-4)
£24,796 - £25,185 per annum FTE (pro-rata 39 weeks, FT £21,404.46 -
£22,231.95)

Line Manager: Principal

GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES

Level 2 staff provide more specific support and work under the supervision and guidance of a classroom teacher. The minimum entry requirement is NVQ 2 or equivalent is a requirement for the job. The role will require someone who has specific skills and experience in setting the standards for learning, development, and care for children from birth to five.

To implement agreed work programmes with individuals/groups and support teaching staff in the development and education of early years children including the provision of detailed and specialist skills/knowledge in particular areas.

SPECIFIC RESPONSIBILITIES

DUTY HOURS

The postholder will be required to work 32.5 hours per week 8.40am – 3.40pm, 5 days per week, term time only + 5 training days per year.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Support for Children

- Under the instruction/guidance of a teacher, promote teaching and learning to ensure children's 'school readiness' and give children the right foundation for good future progress through school and life.
- Supporting every child, as a unique child, to be resilient, capable, confident, and self-assured.
- Support children to be strong and independent through creating positive relationships.
- Supporting children to learn and develop well by creating enabling environments with teaching and support from positive role models, building on the strong partnership between practitioner and parents/carers.
- Encourage children to build strong, warm, and supportive relationships with adults to enable them to learn how to understand their own feelings and those of others.
- Under the instruction/guidance of a teacher support children to develop at individual rates, including adapting your support for children with special educational needs and disabilities (SEND).
- Under the instruction/guidance of a teacher, support pupils with sensory and/or physical impairment.

- Under the instruction/guidance of a teacher, support pupils with non specific learning difficulties.
- Under the instruction/guidance of a teacher, support pupils with behavioural, emotional and social development needs e.g. implementation of behaviour management policies/promotion of school policies relating to pupil behaviour.
- Under the instruction/guidance of a teacher/external agency worker support pupils with communication and interactions difficulties.
- Assist pupils in the use of resources including IT.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Administer medicine to the child ensuring you have checked for written permission from the parent/carer and, a written record is retained, and a copy is provided to the parent/carer at the end of each day.
- Ensure all children dietary requirements, preferences, food allergies, and intolerances have been obtained for the child and strictly followed.
- Support children when eating and ensure an adult is always present during mealtimes.
- Prepare food for children, considering choking and food safety guidance for young children.
- Frequently check sleeping children to ensure they are safe, and conditions are suitable to the child's age range.
- Support children with toilets and intimate care, respecting children's privacy whilst balancing with safeguarding and support when changing nappies.
- Provide pastoral support to children.
- Develop 1:1 mentoring arrangements with children and provide support for distressed children.
- Ensure the adult to children ratio as defined in the EYFS Framework is met at all times.
- Promote the effective transfer of children across phases/integration of those who have been absent.

Support for Teacher/School

- Under the instruction/guidance of a teacher support children to meet the 7 areas of learning and development in the EYFS Framework ensuring all areas of learning and development are important and inter-connected.
- Making a contribution to organising effective learning environments and maintaining appropriate records.
- Design and produce displays with minimal supervision.
- Contribute information to pupil records (e.g. assessment information)
- Liaise with parents as appropriate.
- Monitor pupils responses to learning activities and record achievement/progress as directed.
- Provide regular feedback to teachers on pupil achievement, progress and problems.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and reporting in line with school policy.

- Support the use of ICT in learning activities and develop pupils competence and independence in its use.

Other Duties

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection. reporting all concerns to the appropriate person.
- Contribute to the overall ethos /work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

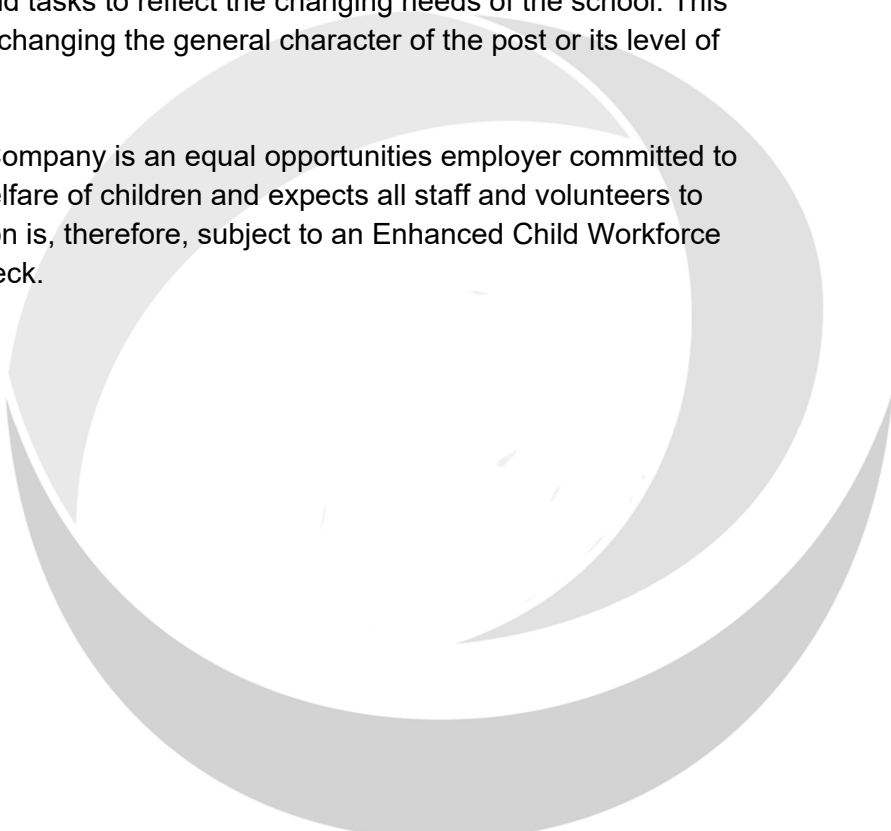
The postholder must at all times carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.



Person Specification for Level 2 Teaching Assistant

Task	Essential	Desirable
Qualifications and Training		
G.C.S.E's 4 and above in Maths & English	✓	
NVQ Level 2 Certificate in Supporting Teaching and Learning in Schools, or equivalent qualification in Childcare and Education.	✓	
Very good numeracy and literacy skills.	✓	
Paediatric First Aid (or obtain within 3 months of starting work)	✓	
Training and accreditation in relevant "specialist" areas beneficial to the school. E.g. a particular curriculum area or learning area e.g. science, maths, bi-lingual, SEN, behaviour.		✓
Knowledge and Experience		
Demonstrable experience of working with or caring with children of a relevant age.	✓	
Full working knowledge of School policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection.	✓	
Working knowledge of national/foundation stage curriculum and other basic learning programmes/strategies.	✓	
Understanding of the principles of child development and learning processes.	✓	
Experience of supporting teaching staff in the development and education of pupils, including the provision of specialist skills and knowledge.	✓	
Understanding of statutory frameworks relating to teaching	✓	
Practical Skills		

Listens well and communicates clearly and fluently with colleagues on a wide level.	✓	
Works effectively with a broad range of stakeholders and partners.	✓	
Demonstrate good numerical and verbal reasoning skills and literacy skills and have the ability to produce documentation to a high standard.	✓	
Ability to use relevant technology and able to demonstrate knowledge and use a wide range of ICT systems and solutions to support learning.	✓	
Committed to safeguarding and welfare of all pupils	✓	
Personal Qualities and Attributes		
Reliable	✓	
Trustworthy	✓	
Courteous	✓	
A Knowledge of Equality & Diversity issues.	✓	
Motivation to continually improve standards and achieve excellence	✓	
Genuine passion and belief in the potential of every student	✓	
Able to work constructively as part of a team with an understanding of classroom roles and responsibilities and own position within these.	✓	
Ability to relate well to children and adults.	✓	

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.