

## Job Description

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**Job Title:** Early Years Teaching Assistant

**Name:** .....

**School:** Salcombe Preparatory School

### Role Outline

#### Key Purpose of the Job

*To work as part of a team in providing a safe, secure and stimulating environment for children from 3 years and to have a sound knowledge and understanding of The Early Years Curriculum.*

#### Key Accountabilities

- To work as part of a team in planning and assessing within the current guidelines for the Early Years Curriculum
- To be able to promote good practice and be willing to share this with others
- To familiarise self with policies and procedures and use them within daily routines
- To ensure the health, safety and well being of the children and report any hazards noticed
- To observe and keep detailed records on your key children
- Attend staff meetings and open days
- Attend training and develop relevant skills
- To communicate orally and verbally and work alongside parents
- To work within a team and be flexible
- Assessing, recording, tracking, reviewing and reporting on the development, progress and attainment of pupils whilst ensuring that future lesson plans take into account and reflect constant review of each pupil's progress.
- Promoting the general progress/wellbeing of any individual group of pupils assigned to you.
- Making records and reports on the personal and social needs of the pupils.
- Maintaining and monitoring display work in appropriate areas of the School.
- Duties on the playground, front door as well as breaks and lunch time.
- Promoting the ethos of the school at all times.
- Participating in arrangements for your professional development.

#### Discipline, Health and Safety

- Maintaining good order and discipline among the pupils and safeguarding their Health and Safety both when they are on the School premises and when they are engaged in authorised School activities elsewhere.

#### Staff Meetings

- Attending and participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements.
- Working with other members of staff as necessary at the end of the academic year to ensure a smooth transition for pupils and teaching staff into the next year, including liaising with Teachers and staff from other Schools within the Group.

**Administration**

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

**Safeguarding**

- The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

Signed ..... (Post holder)

Signed ..... (Head)

Date .....