



Job Description and Person Specification

EYFS Teaching Assistant (Maternity Cover)

Job title: We are looking to appoint an exceptional classroom practitioner to the position of EYFS Teaching Assistant (Maternity Cover), to work across our EYFS provision, at our outstanding primary school.

Salary: Grade 2 - SCP Point 5 (FTE £19,312)

Contract type: Fixed-Term (Maternity Cover) until March 31st 2022. 35 hours a week (start time: 8:30am and finish time: 4:00pm).

Reporting to: EYFS Lead/Assistant Headteacher - Behaviour, Attitudes and Personal Development.

We are seeking to appoint a talented teaching assistant to join the outstanding team at Florence Melly Community Primary School. This is an exciting opportunity for an inspirational, highly motivate and creative practitioner to join the Florence Melly family. If you can dream it, you can do it!

Closing date for applications: **Monday 12th April 2021 at 9:00am.**

Interview Date: **Interviews will take place, face to face, on Friday 16th April 2021.**

Job Description

Main Purpose of the Job

- ▶ To provide expert support for; our youngest pupils in our EYFS (including those with SEND), the class teacher and the wider school community in order to raise standards of achievement for all pupils in our EYFS.
- ▶ To work as part of a successful team of early years practitioners, delivering the highest quality of care and education in line with the school's motto: 'If you can DREAM it, you can do it'.
- ▶ To contribute to the design and maintenance of an innovative, stimulating, safe and inclusive learning environment.
- ▶ To develop and maintain a professional rapport with parents/carers, colleagues and other agencies working with the school, the local community and the Local Authority.
- ▶ To contribute and plan for the preparation, delivery and evaluation of memorable learning experiences, that will enhance the children's physical, intellectual, emotional, social and moral development.

Main Duties and Responsibilities

- ▶ To supervise and support individual children and groups, under the direction of the class teacher/EYFS Lead, introducing activities and using a range of strategies to support the children in their learning.

- ▶ To deliver high quality teaching in a small group/intervention environment. For example, focussed activities and/or phonics.
- ▶ To empower pupils to access the EYFS curriculum by promoting independence both inside and outside of the classroom.
- ▶ To observe pupils' performance and engagement, using the established systems in place to provide effective feedback on pupil progress and learning.
- ▶ To help to maintain individual and group records as a key worker for a defined group of children.
- ▶ To contribute to the planning and evaluation of learning activities for individuals and groups, ensuring that their developing needs are met so that they make the highest rates of progress.
- ▶ To work collaboratively with colleagues, parents./carers and other professionals to bring about successful outcomes for the children.
- ▶ To help prepare and maintain engaging, purposeful supportive learning resources.
- ▶ To ensure that the safety and welfare of our pupils is of the utmost importance, providing the highest standards of personal care.

General/Other Responsibilities

- ▶ Support a broad range of out of hours activities and events including our morning childcare service.
- ▶ Any other reasonable duties necessary to ensure the smooth and effective running of our Early Years Foundation Stage.
- ▶ Undertake relevant and appropriate training during contracted hours.

Person Specification

Criteria	Essential	Desirable	Source
Qualifications			
Relevant EYFS qualification and recent EYFS experience.	<input checked="" type="checkbox"/>		A I
NVQ Level 3 in Childcare and Education/Early Years Care and Education/NNEB Certificate/NVQ Level 3 Teaching Assistant or Equivalent.	<input checked="" type="checkbox"/>		A I
Relevant SEND qualifications/experience.		<input checked="" type="checkbox"/>	A I

Professional Development	Essential	Desirable	Source
Evidence of recent professional development relevant to the EYFS.	<input checked="" type="checkbox"/>		A I
Evidence of recent professional development in SEND.		<input checked="" type="checkbox"/>	A I
Successful completion of relevant safeguarding training.	<input checked="" type="checkbox"/>		A
Successful completion of relevant paediatric first aid training.	<input checked="" type="checkbox"/>		A

Knowledge and Experience	Essential	Desirable	Source
Current experience as an EYFS practitioner.	<input checked="" type="checkbox"/>		A I

A thorough understanding of the EYFS Profile and Development Matters.	<input checked="" type="checkbox"/>		A I
A clear understanding of how young children learn and the ability to implement and contribute to high quality teaching and learning strategies in the EYFS.	<input checked="" type="checkbox"/>		A I
A clear understanding of the principles and practices of assessment and how observations can be used effectively to maximise pupil progress.		<input checked="" type="checkbox"/>	A I
The ability to to manage behaviour effectively using a range of strategies.		<input checked="" type="checkbox"/>	I
The ability to support pupils' speech, language and communication development.		<input checked="" type="checkbox"/>	A I
A good understanding of SEND and strategies to support vulnerable pupils.		<input checked="" type="checkbox"/>	I
To be able to adapt approaches to meet the needs of all pupils.		<input checked="" type="checkbox"/>	I

Professional Attributes	Essential	Desirable	Source
Demonstrate an awareness and empathy of the needs of the pupils at Florence Melly Community Primary School and how these needs could be met.	<input checked="" type="checkbox"/>		A I
To show a commitment to the school's DREAMS core values.	<input checked="" type="checkbox"/>		A I
Effective written and verbal communication skills.	<input checked="" type="checkbox"/>		A I
Show a strong commitment to good attendance.	<input checked="" type="checkbox"/>		A I

Personal Qualities	Essential	Desirable	Source
Consistently promote Florence Melly Community Primary School's strong educational philosophy and values.	<input checked="" type="checkbox"/>		A I
Inspire, challenge and motivate pupils and colleagues.	<input checked="" type="checkbox"/>		A I
Build and maintain quality relationships through interpersonal skills and effective communication.	<input checked="" type="checkbox"/>		A I
Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others.	<input checked="" type="checkbox"/>		A I
Commitment to safeguarding and equality.	<input checked="" type="checkbox"/>		A I

Evidence that candidates meet the Essential/Desired criteria will be obtained through:

Application Form	Interview
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IF YOU CAN DREAM IT, YOU CAN DO IT!

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