

**Our Lady of the Rosary Catholic
Primary School**
JOB DESCRIPTION

POST TITLE: Early Years Teaching Assistant.

GRADE: Enhanced Grade 5

RESPONSIBLE TO: Executive Head Teacher

Overall Objectives of the Post:

To assist the Early Years team / school team to provide high quality care and learning opportunities for our children.

Key Tasks of the Post:

1. *You will achieve these objectives by:*

- Ensuring high quality standards and provision in EYFS.
- Supporting the EYFS team in the development of a positive learning environment.
- Implementing the early year's foundation stage framework in the setting.
- Working as a flexible member of the team to provide a stimulating, educational and safe environment in which children can develop their physical, communication and social skills.
- Liaising with parents and carers working together to improve outcomes for children.
- Establishing and maintaining relationships with parents, involving them in their child's development.
- Exchanging information with parents that is relevant to their child's wellbeing.
- Being responsible for safety and hygiene raising any issues with the EYFS lead or DSL appropriate.
- Administering first aid and recording accidents as necessary.
- Developing progress in the EYFS and to organise displays.
- Understanding the early years foundation stage framework and apply this in practice through role to contribute to the planning and implementation of appropriate programmes of activities.
- Complying with all the provision policy and procedures.
- Ensuring that all safeguarding policies and procedures are understood and adhered to at all times.

- Ensuring accurate record keeping i.e. learning, diaries, case files, next steps.
- Acting as key worker for identified children.
- Understanding and contributing to early help and child protection processes.
- Ensuring that the environment is kept safe, secure and clean at all times.
- Undertaking tasks such as snack preparation and equipment cleaning to ensure the effective running of the provision.
- Assisting in mentoring of students.
- Acting as keyworker to children with more complex needs.
- Undertaking training to develop role and improve quality of provision.
- Upholding expected standards of behaviour at all times, being welcoming and approachable.
- Encouraging acceptance and inclusion of children with additional need.
- Supporting children at mealtimes.
- Attending and contributing to staff meetings.

Our Lady of the Rosary Catholic Primary School and Nursery is part of Bishop Chadwick Catholic Education Trust, the Trust and their schools safeguards and protects its students and staff by being committed to respond in accordance with South Tyneside Child Protection Procedures. Enhanced DBS checks are mandatory for all school staff. All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.