



EYFS Teaching Assistant (Maternity Cover)

Job Purpose

Carrying out such tasks as may be directed by the Head teacher, Director of EYFS, Head of Year, Class Teacher or SENCo.

Hours

Full Time, Term Time Only

Report to

Director of EYFS, Head of Year, and Class Teacher on a daily basis

Department

Early Years

Key Responsibilities & Accountabilities

- Ensuring a safe and secure learning environment at all times
- Assisting with the welfare and needs of all the children.
- Supporting the educational activities initiated by the class teacher, working with individuals or small groups of children in the classroom and other learning environments
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on children's progress and behaviour
- Implementing planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to children's responses as appropriate
- Supporting children in their social and emotional well-being, reporting concerns to the teacher as appropriate
- Supporting learning by arranging/providing resources for lessons/activities under the direction, following safety in the workplace guidance.
- Supporting the use of information and communication technology in the classroom.
- Creating observations for the online learning journals.
- Reviewing classroom practice with the teacher regularly in order to promote children's learning.
- To be involved in child centred review meetings.
- Sharing in duties before and after school and at breaktimes.
- Supervising individuals and groups of children throughout the day including supervision in the classroom, playground and dining areas and at changeover/handover times.
- Supervising children within Wraparound (before and after school provision).
- Helping to maintain a stimulating environment through means of wall displays and general classroom organisation.
- Attendance at meetings, staff training and other functions associated with the school as required by the Head Teacher.
- Duties may be varied to meet the changing needs of the school in a manner compatible with the post held.

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Personal Specification

- Excellent English skills (clear written and spoken English), along with good reading, writing and numeracy skills.
- An appropriate childcare qualification for EYFS (level 3 or above).
- Knowledge of the Key Stage One and the Foundation Stage curriculum.
- Experience in a Foundation Stage or Key Stage One setting.
- Be reliable, punctual and flexible.
- Be willing to work as part of a team but have the versatility and the ability to act on own initiative.
- Integrity and confidentiality are essential.
- Ability to complete simple paperwork, e.g. log incidents, communicate in the Home School Diaries clearly.
- To be able to use an iPad.
- Must be committed to safeguarding and promoting the welfare of children and young people and must expect all colleagues to share this commitment.

Desirable

- To be familiar with the TAPESTRY programme for EYFS.
- To have recent experience in a Foundation Stage or Key Stage One setting.
- To hold a Paediatric First Aid certificate.

Safeguarding

To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. To ensure a safe and healthy environment for all children in EYFS and, in the course of carrying out your duties, to adhere to the School's Intimate Care Policy. To undertake termly supervision meetings with the Director of EYFS. You are required to report any safeguarding or child protection concerns to the School's Designated Safeguarding Lead.

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