

Early years Level 3 teaching assistant job description

Employment details	
Job title	Early Years Level 3 teaching assistant
Reports to	Vice Principal
Hours of work	08:00 – 16:00
Salary	From £22,000

General duties

- Share responsibility for safety, health and welfare of children at all times
- Plan and provide effective care, teaching and learning for children aged 2-4, enabling them to progress and develop good communication skills.
- Support and promote children's early education and development in the EYFS.
- Make accurate and productive use of assessment for children in the EYFS.
- Work in partnership with the Vice Principal, staff, parents, and professionals where applicable to support children's development.

Promoting children's development

- Plan and set up a range of activities for children in accordance with their different stages of development and individual needs.
- Accurately identify the needs, interests and stages of development of individual children.
- Promote diversity, equality and inclusion, accounting for cultural differences and family circumstances in activities.
- Contributing to curriculum development ensuring a stimulating environment
- Assisting in preparation and clearing up of activities and encouraging children to help

Promoting the health, safety and welfare of children

- Act in accordance with legal requirements and statutory guidance on health and safety, child protection, safeguarding, security and confidentiality.
- Act in accordance with relevant school policies and procedures, such as those concerning child protection, health and safety and emergency situations.
- Promote the welfare of children at all times and report any safeguarding concerns to the Designated Safeguarding Lead.
- Plan and carry out physical care routines suitable to the age, stage and needs of each child.
- Promote health and wellbeing throughout all practice and activities.
- Follow and encourage appropriate infection control measures, e.g. hand-washing, food hygiene, cleaning spillages and safely disposing of waste.
- Maintain accurate records and share information as required to ensure all children's needs are met, e.g. in relation to allergies and medical conditions.
- Undertake paediatric first aid training.

Communication and self-development

- Work co-operatively and harmoniously with the Vice Principal, other staff members and relevant professionals to meet the needs of all children and enable them to progress.
- Liaise closely with parents to support them to promote their child's health, wellbeing, learning and development.
- Engage in relevant CPD opportunities to improve and acquire skills, practice, and subject and safeguarding knowledge.

Use of assessment

- Apply a range of assessment techniques to assess children using the early education curriculum framework.
- Conduct and record observational assessment accurately, reporting findings to the Vice Principal.
- Use formative and summative assessment to track children's progress to plan next steps and shape learning opportunities.
- Discuss the progress of each child to plan next stages in their learning with the Vice Principal, parents and relevant professionals.

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the principal/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

All candidates must be;

- Eligible to work in the UK.**
- Open to having the relevant security checks made on them, e.g. an enhanced DBS check.**
- Suitable to work with children and young people**