

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation: Early Years Foundation Stage Teaching Assistant / Lunchtime Support

Reports to: **Headteacher** Grade: 2
(Designation):

Directorate: **Chelwood Nursery School** Section:

Main Purpose of the job:

The **Early Years Teaching Assistant, Lunchtime Support** will be a member of a multi-disciplinary team, under the leadership and supervision of the class teacher and senior staff.

You will work within a class team to implement the EYFS, working with individuals and groups to support physical /general care of pupils, including those with SEN; enable access to learning for pupils and provide general support to the teacher and EYE /nursery nurses in the support of children and management of the learning environment both inside and outside, particularly over the lunchtime period of the school day.

Summary of Responsibilities and Personal Duties:

SUPPORT FOR PUPILS

- Respond to the welfare needs of pupils, attending to the children's personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support children, ensuring their safety and access to learning and routines
- Establish good relationships with children acting as a role model and being aware of and responding appropriately to individual needs
- Promote and encourage healthy eating and balanced choices of food.
- Be aware of the varying dietary requirements of pupils for medical or cultural reasons.
- Promote the inclusion and acceptance of all children
- Encourage children to interact with others and engage in activities planned by the class team
- Promoting and raising awareness of the rights of all children to be heard, to play, to socialize and to learn.
- In accordance with the school's child protection policy report any concerns about individual pupils to the senior midday supervisor or the class teacher.
- Encourage children to develop their independence and autonomy

SUPPORT FOR THE TEACHER

- Prepare and maintain the learning environment as directed, for children's learning and support children in tidying up, and assist with the display of pupils' work
- Be aware of pupil problems/progress/achievements and report to the teacher and class team/ key person as agreed
- Undertake child observations and record keeping as requested
- Support the teacher and class team in managing children's behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Provide clerical/admin support eg, photocopying, IT tasks, filing, etc.

SUPPORT FOR THE CURRICULUM

- Support children in understanding routines
- Supporting children in the learning environment

- Supporting children in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist children in their use

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate
- Be aware of and support diversity and ensure all children have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of children at all times, including before and after school
- Accompany teaching staff and children on visits, trips and out of school activities as required

EQUALITIES

- Ensure Implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities

LEWISHAM LOCAL AUTHORITY RESPONSIBILITIES

- To carry out the duties of the post with due regard to the School's relevant codes and procedures.
- All employees are required to participate in the Performance and to undertake appropriate training and development identified to enhance their work.
- Undertake other duties, commensurate with the grade, as may reasonably be required.
- Consideration will be given to restructuring the duties of this post for a disabled postholder

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE SCHOOL TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff: zero

Number of partially managed staff: zero

PERSON SPECIFICATION

JOB TITLE: Early Years Foundation Stage Teaching
Assistant / Lunchtime Support

POST NO:

DEPARTMENT:

GRADE: Scale 2

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'E' are essential and will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equality & Diversity

Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	E
Understanding of how equality and diversity relates to this post	E

Knowledge

Knowledge of the Statutory Framework for the Early Years Foundation Stage	D
Ability to relate well to children and adults	E
An understanding and commitment to the safeguarding of children and their well-being	E
An understanding of the importance of play in a child's development	E
Use basic technology and willingness to use ICT to support children's learning	E

Aptitude

An ability to work collaboratively as part of team.	E
An ability to assist in the organisation and maintenance of a nursery learning environment	E
An ability to work as part of the school's daily organisation plan and rota system.	E
An ability to be flexible and receptive to change.	E

Skills

(Skills can only be used as shortlisting criteria if the skill is to be tested)

(To Be Tested – S)

An ability to communicate effectively with children and adults	E
An ability to communicate effectively both orally and in writing	E
An ability to acquire new skills and undertake further training when necessary	E

Experience

Working with, or caring for, children ages 0-5 years	E
Working with, or caring for, children under 5 with Special Educational Needs	D
Experience of meeting the needs of children with Autistic Spectrum Disorder/Condition, and /or speech, language and communication needs	D

General Education

Good numeracy/literacy skills	E
Commitment to complete Level 2/3 qualification recognised by the CWDC for working with children within the EYFS during the first year of employment	E
Participation in development and training opportunities	E
Paediatric First Aid qualification or Willingness to gain Paediatric First Aid certification on appointment	E

Personal Qualities

Good interpersonal skills	E
To be well organised	E
A commitment to good early years practice, and to working in partnership with parents and professionals	E
An interest in working with children in an urban multi-cultural and multi-faith community.	E
An interest in working with children with Special Educational Needs	E
To be flexible, and adaptable and able to remain calm under pressure	E
To be supportive and approachable to children, families and other adults	E
A willingness to use ICT to support children's learning	E

Equal Opportunities

A commitment to implement the Council's Equal Opportunities Policy.	E
An awareness of Equal Opportunities issues and understanding of the implications of Equal Opportunities Policy in relation this post.	E

Circumstances

DBS Disclosure Required? **No** **Basic** **Enhanced** **Yes**

(Tick as appropriate – guidance available from your HR Advisor)

Physical

Generally candidates must meet the standard Lewisham requirements for the post