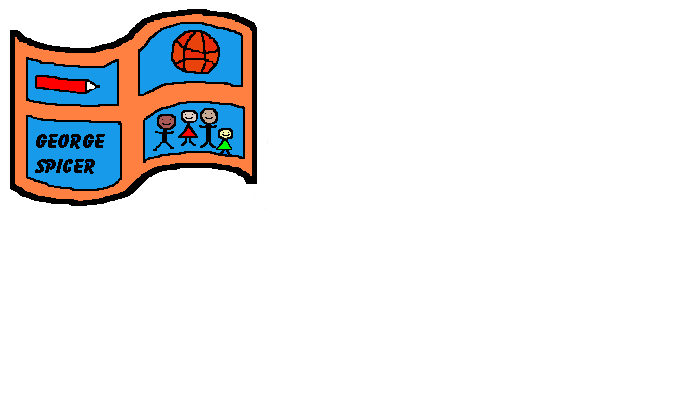
**George Spicer Primary School**

**London Borough of Enfield**

**Job Description**

Post Title: **Early Years Assistant**

Present Grade: **Scale 4**

Reports to: **Class Teacher/ Leader of Learning for Reception/TA Manager/SENCo/AHT/ DHT/Headteacher**

**Purpose of job:**

* To support children’s learning and to share in the care and wellbeing of the children throughout the school.
* To support the emotional, behavioural and pastoral needs of all pupils, including children with SEN.
* To support individual and small groups of children in the curriculum.
* To carry out specific administrative/ procedural tasks to support the class teacher.
* To be involved in the planning, development and delivery of intervention strategies.
* To observe and monitor pupils progress and adapt agreed approaches to their particular needs.
* Provide support and assistance for children’s pastoral needs (e.g. dressing, going to the toilet, the changing of nappies or the administration of an Epipen)
* To assist in the maintenance of children’s records.
* To assist in the delivery of a pre-determined programme of learning for a child or children with more complex needs.
* Establish and maintain appropriate contact with parents, support staff and other adults in the education of the children.
* To take responsibility for supporting a specific area of the curriculum or an identified area in the school plan, e.g. Library, audio- visual or support with a specific curriculum area.
* To promote the school’s values of Respect, Responsibility and Perseverance.

**To undertake all of the following:**

1. Work as part of a team and assist the classteacher in the education process, by participating in

the planning and development of the curriculum, to ensure quality education for the children.

1. To promote the development of numeracy, language and speech, including providing additional support to children with special needs or to bilingual learners, by working alongside the classteacher.
2. To promote the learning process for pupils by actively participating in the provision of all aspects of the curriculum, including music, physical education and art and craft activities.
3. Assist in the provision of a full range of stimulating activities for children and encourage their physical, intellectual, emotional and social development.
4. Be aware of and support school policies and procedures.
5. Work or play with individuals or small groups of children to assist in the delivery of the planned curriculum, as directed by the classteacher.
6. Assist the teacher by receiving instructions directly from professional or specialist support staff involved in the children’s education. These may involve social workers, health visitors, language support staff, speech therapists, educational psychologists and physiotherapists.
7. To participate in home visits and visits to the nurseries to support the transition of the children into the school.
8. Set up group activities under the guidance of the class teacher. Work with children on curriculum activities.
9. To observe and monitor pupil progress, adapting agreed approaches to meet particular needs and assisting with maintaining records of the children’s development and attainment.
10. Report any concerns regarding children’s welfare or education, to the classteacher.
11. Be aware of suspected or actual cases of child abuse, referring such matters to the appropriate designated person for further action.
12. Under the direction of the teacher, liaise with parents as appropriate, including attending weekly parent consultations - maintaining sensitivity and confidentiality at all times.
13. Assist the teacher in offering mentoring support and guidance to those adults undertaking formal training or to older pupils undertaking work experience activities within the school.
14. Assist with the reception and departure of children at the beginning and end of school sessions.
15. Assist with maintaining good discipline throughout the school at all times, following school procedures. When directed escort and supervise pupils on planned visits/journeys.
16. Assist with the preparation of resources e.g. photocopying, repairing books, filing of work, making games and the creation and mounting of displays for children’s work.
17. Assist with seasonal events e.g. parents evenings, concerts and festivals
18. Attend appropriate staff meetings and training days/events as requested.
19. Any other duties required by the teacher or Headteacher within the scope of this post.
20. The postholder shall ensure that the duties of the post are undertaken with due regard of the School’s Health and Safety Policy and their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.