

## **Job Description**

**Job Title:** Early Years Support Assistant

**Academy:** Cottingley Primary Academy

**Responsible to:** Senior Leadership / Phase leader

**Role:**

- To work as part of a team under the direct instruction of teaching/senior staff, to support learning for pupils.
- To use skills and expertise gained during training to support the class teacher and enable pupils to maximise learning potential.
- Provide general support to the school as directed by teaching/senior staff in the management of pupils, learning opportunities and the school environment.

**Main Duties:**

1. Work as a member of a team, contributing to the planning, preparation, delivery and evaluation of learning experiences that will enhance children's development across all areas of the early years curriculum and develop good characteristics of learning in pupils.
2. Be responsible for supporting the learning of individuals and groups of children, as agreed by Phase Leader / class teacher, on planned learning experiences. Be accountable for the progress of these groups and able to provide evidence to document this progress.
3. Contribute to observations and assessments which record the development of pupils in order to provide for children's needs, under the direction of the Phase Leader, in line with school policies and procedures.
4. Be responsible for record keeping and planning as directed by the Phase Leader.
5. Participate in the development of parent/carers relationships and home/school links through attendance of parent information evenings, possibly acting as 'key contact', undertaking home visits etc. under the direction of the Phase Leader / class teacher.
6. Encourage independence, self-help skills and good standards of personal hygiene and care in pupils through social training and modelling.
7. Assist, when required, in supporting children with intimate care in line with school policies and procedures.
8. Prepare, set up, manage and clean up materials, resources and equipment in both indoor and outdoor learning areas.
9. To supervise and support pupils ensuring their safety and access to learning
10. To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
11. To promote the inclusion and acceptance of all pupils
12. To encourage pupils to interact with others and engage in activities led by the teacher
13. Under the direction of teaching staff and, where appropriate, to assist in the development of Individual Education Plans for pupils with special educational needs and contribute to IEPs.
14. To manage pupil behaviour, reporting difficulties in line with the behaviour policy.

15. To provide clerical/administrative support - photocopying, typing, filing, collecting money etc.
16. To be aware of and comply with policies and procedures relating to child protection, health, safety and data protection, reporting all concerns to an appropriate person.
17. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
18. To contribute to the overall ethos/work/aims of the school
19. To appreciate and support the role of other professionals
20. To attend relevant meetings as required
21. To participate in training and other learning activities and performance development as required.
22. To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes. To run an afterschool club that impacts on learning and allows children to extend their knowledge and understanding and to improve their skills in a range of artistic, creative and sporting activities.
23. To accompany teaching staff and pupils on visits, trips and after school activities as required.
24. Support/model, as directed, in the training of students from educational institutions.
25. Provide a model of best practice in education for visiting professionals from within the organisation and beyond.

#### **Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

#### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.

6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

### **Equality, Equity, Diversity and Inclusion**

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

## Person Specification

**Job Title: Early Years Support Assistant**

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<p>GCSE Maths and/or English grades A-C</p> <p>Level 2 NVQ or equivalent in relevant support role or willingness to complete within an agreed timescale.</p> <p>Participate in development and training opportunities</p>	<p>Appropriate knowledge of first aid</p> <p>Completion of DfES Teacher Assistant Induction Programme</p>
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<p>High level of numeracy / literacy skills</p> <p>Use technology - computer, email, video, photocopier</p> <p>Working with or caring for children of relevant age</p> <p>Understanding classroom roles and responsibilities and your own position within these.</p>	To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection
<b>Skills</b>	Line management responsibilities (No.)	N/A	N/A
	Forward and strategic planning	N/A	N/A

	Budget (size and responsibilities)	N/A	N/A
	Abilities	<p>Ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English</p> <p>Ability to work constructively as part of a team</p>	
<b>Personal Characteristics</b>	Behaviours	<p>Ability to relate well to children and adults</p> <p>Ability to work flexibly and adapt quickly</p> <p>Resilient</p> <p>Empathic</p> <p>Organised</p>	
	Values	<p>Ability to demonstrate, understand and apply our values</p> <ul style="list-style-type: none"> <li>○ Be unusually brave</li> <li>○ Discover what's possible</li> <li>○ Push the limits</li> <li>○ Be big hearted</li> </ul>	
<b>Special Requirements</b>		<p>Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</p> <p>Right to work in the UK</p>	



		Evidence of a commitment to promoting the welfare and safeguarding of children and young people	
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