**Job title:** Lead Teaching Assistant EYFS

**Salary:** Scale 5

**Term:** Permanent

**Line Manager:** EYFS Lead

**Supervisor**y Assisting in work familiarisation of new members of staff, students and

**Responsibility:** volunteers. Supervising and directing staff team as required.

**Hours:**  Full Time 8am – 4pm (37 hours)

**INTRODUCTION**

All staff are required to carry out their duties in accordance with all school policies and procedures. The duties outlined in this job description are correct at the time of creation but may change in accordance with the needs of the school.

**THE ROLE**

To work collegiately with the lead for EYFS to plan and deliver the effective teaching of the curriculum in the EYFS.

**PRIME OBJECTIVES OF THE POST**

**Planning and assessment**

**Overseen by the EYFS lead, the post holder will:**

* To work from the Highbury curriculum document to plan SMART objectives which are personalised and differentiated according to pupil need.
* To use assessment for learning to identify appropriate next steps.
* To deliver teaching based on planning and utilise a range of effective teaching approaches, suitable to the need of the class.
* To direct other support staff in their roles to support teaching and respond to pupil progress in the moment.
* To carefully track progress towards EHC outcomes, ensuring that teaching is aimed at achieving progress towards each child’s outcomes.
* To complete B Squared assessment data in line with the school’s assessment policy under the guidance and supervision of the EYFS lead.
* To maintain high quality evidence to inform discussions about progress.
* To maintain pupil case studies with support from the EYFS lead and attend data and progress meetings.
* Write EHCP reports alongside the EHC Co-ordinator and attend associated meetings.
* Plan and maintain an effective EYFS learning environment in line with the ethos of the school.

**Teaching**

**Overseen by the EYFS lead, the post holder will:**

* To teach a well-balanced and appropriate curriculum according to the agreed timetable.
* To ensure that the classroom is organised and well prepared for all lessons.
* To deliver high quality teaching based on progress towards learning targets in conjunction with the EYFS lead.
* To help adapt and plan the development of resources necessary to lead learning. activities, taking into account complex and profound learning difficulties as well as pupils’ interests, language and cultural backgrounds.
* To integrate the use of IT throughout the curriculum as appropriate to each child.
* To incorporate MSI strategies into the effective delivery of the curriculum.

**Wider responsibilities**

* To communicate regularly with parents and carers to ensure that they are well informed about their child.
* To submit updates to the class blog via weduc.
* To support parents evenings alongside EYFS Lead.
* To plan and deliver activities which support parents/carers and families, e.g., Stay & Play events, alongside EYFS lead.
* To use behaviour management strategies in line with the school’s policy and procedures, which contribute to a purposeful learning environment for pupils appropriate to their age and special needs, including Team Teach.
* To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
* To be responsible for promoting and safeguarding the welfare of children and young people within the school.
* To maintain a high level of professionalism at all times in line with the Staff Code of Conduct.
* To participate in an annual performance management meeting as determined by the EYFS lead and set mutually agreed targets.
* To attend teachers meetings and work within the CPD programme of the school as required (determined by the EYFs lead).
* Ensure that you are a strong, positive role model for pupils and other staff and that you maintain good working relationships and communication with colleagues.
* To maintain accurate and detail records on CPOMS.
* To liaise with internal and external professionals including SaLT, OT, FLO etc.
* To present class achievements as part of the weekly assembly or similar event.
* To follow (and ensure that all staff follow), all manual handling, physiotherapy and medical Care plans for all children in the class in conjunction with the physio lead.

**Support for pupils**

* To support working relationship with the pupils, acting as role model and setting high expectations.
* To support pupils learning in the most effective way working with multidisciplinary teams in order to promote the learning objectives of each pupil.
* To assist the pupils with personal care needs which may include social, health, hygiene and welfare matters. (toileting, feeding, transfers)
* To support pupils through the delivery of specific learning programmes and to contribute to setting specific targets.
* To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in appropriate activities based on their age and special needs, which may include participating in physical activities with the pupils including support at swimming.
* To have knowledge of complex special needs and be able to use appropriate programmes such as Sign language and Team Teach.
* To recognise that pupils may have communication difficulties and to be able to teach and use alternative communication techniques if required (AAC, intensive interaction, intervener, symbols, signing).
* To develop and create personalised and generic resources for pupils and classes using a range of ICT systems.
* Working closely with other professionals and following their designed programme for individual pupils i.e., occupational health, speech therapists and physiotherapists.
* Undertake broadly similar duties commensurate with the level of the post as required by the Headteacher.

**Highbury School Person Specification Post Title: Lead Teaching Assistant - EYFS**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **PRACTICAL INTELLECTUAL SKILLS AND QUALIFICATIONS** | GCSE (or equivalent) Maths, Science and English (grade C or equivalent)  To communicate effectively with pupils, staff, parents/carers, governors & visitors.  Strong ICT skills using a range of programmes and software.  To be able to write in standard English.  To be able to read, digest and implement advice from a range of professional reports.  To be able to contribute to relevant training events. | Degree or equivalent qualification  NNEB or equivalent  Manual handling training  Medical needs training  Basic First Aid Qualification (e.g., St. John's or Red Cross)  Knowledge of AAC | Expression of Interest  Interview  Certificates |
| **EXPERIENCE** | Experience of working with children in the early years  Experience of working with children with PMLD, SLD, physical difficulties  Experience of supporting personal cares  Experience of liaising with a range of professionals.  Planning and delivering teaching on 1:1 basis or in small groups.  Experience of managing and directing staff | Working with children with MSI needs  Following manual handling plans  Following physio plans  Experience of tracking/recording progress  Experience of maintaining accurate assessment records  Experience of managing staff performance and conduct | Expression of Interest  Interview |
| **TRAINING** | Able to attend courses as required for the role.  Able to attend staff meetings as required.  Safeguarding training.  Child development training (curriculum, assessment, play based learning, schematic play etc) | Sherborne  Team teach  Intensive interaction  Attention autism  See and learn  Social communication  ASD awareness  Sensory processing awareness  Sensory integration  PECS  Objects of reference  Schema  Sign supported English. | Expression of Interest  Interview  Certificates |
| **DISPOSITION AND ATTITUDES** | Be able to work independently, following guidance and direction from EYFS lead.  Be positive and take a proactive approach.  Reflective practitioner who is able to give and receive feedback.  Resilient and able to manage pressure effectively.  Well-organized.  Flexible.  Patient.  Child-centered.  Excellent communication and interpersonal skills  Respond effectively to changing circumstances.  Understand the importance of discretion and confidentiality at all times.  Calm manner and a compassionate and nurturing disposition.  Good attendance | Experience of working as part of a reflective team | Expression of Interest  Interview  References |