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**Nacton C of E Primary School**

**Reception/Year 1 class Teaching Assistant**

**Job Description**

**Principle Accountabilities**

* To provide a high standard of physical, emotional, social and intellectual care for children
* To give support to teaching staff within the class
* To implement the daily routine.

**Duties and Responsibilities:**

* Assist with the teaching of reception and year 1 pupils. This may involve listening to children’s reading; helping with language development, mathematics and other areas of learning as well as working with individual children or small groups, as directed by the teacher.
* Promote pupils’ social and emotional development and contribute to the health and well-being of pupils.
* Take responsibility to assess and observe a small group of children and record and monitor their progress.
* Assist with observations/assessments of pupils’ performance and completing profiles and pre-profiles, and transferring information onto a computer.
* Contribute to the management of pupils’ behaviour.
* Assist pupils with their personal care to ensure they follow a high standard of hygiene and cleanliness.
* Help prepare classroom for lessons e.g. paints, activity items, cookery etc.
* Change and refresh wall displays, when required by the teacher.
* Supervise pupils outside during all playtimes, unless wet play, when supervision will be inside.
* Supervise school trips and educational visits.
* Assist at lunchtime, helping the pupils to eat their lunches, and cut up food and snacks where necessary. Sort milk each morning and refrigerate. Be outside on duty.
* Put out and put away outdoor toys and equipment to assist in outdoor play. Ensure toys are kept in good clean order
* Assist with cleaning up after lessons, washing equipment (paint pots, brushes, toys, etc), tables and chairs.
* Undertake general tasks, including filing, photocopying, requisitions, and general administrative tasks.
* Attend staff meetings if required.
* Attending training and development courses, when required.
* Provision of emergency first aid as and when necessary and contact emergency services if necessary. Monitor and record any accidents.
* To help with school events, trips and activities

**General**

* Maintain strict confidentiality of all information belonging to the school. It is important, and a condition of employment, that all information of any kind is treated as confidential and not disclosed or used other than as authorised and in the proper performance of the Schools business.
* Take responsibility for their professional development, continually keep updated and contribute to the school as a learning organisation.
* To contribute to the Health and Safety of pupils and other staff by following Health and Safety regulations and DSE legislation.
* Comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support differences and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the school.

**Person Specification**

The successful applicant should possess the following experience, qualifications and qualities:

* Paediatric First Aid qualification is essential, or the willingness to attend training;
* Experience in working with young children;
* Good literacy, numeracy and IT skills with good written communication skills;
* Ability to organise activities for children and adhere to defined standards;
* General understanding of child development and learning;
* A good understanding of how to teach phonics and early reading skills to children in Reception;
* General understanding of Early Learning goals;
* A good, up-to-date knowledge and understanding of the EYFS curriculum and Statutory Framework;
* A positive approach to learning and gaining new skills through teamwork and training;
* Commitment to the highest standards of child protection and safeguarding;
* Recognition of the importance of personal responsibility for health and safety;
* Understanding of health and safety and food hygiene issues

**Personal attributes**

* Professional and flexible approach to work;Good organisational, record keeping and planning skills;
* Well motivated & able to work on own initiative and as part of a team;
* Able to communicate effectively with children, colleagues and parents/carers;
* Ability to use own initiative and judgement to solve problems;
* Able to meet the physical demands of the post;
* Flexibility to work outside of normal working hours on occasion, for meetings, training, events etc.;
* Calmness, efficiency, and the ability to work under pressure;
* Awareness and support of the church school ethos of Nacton Primary School;
* A commitment to ongoing personal and professional development where necessary;
* Positive and can-do attitude.