



Job Description

Job Title: EYFS Teaching Assistant (Bank)
Responsible to: Head of EYFS

EYFS

The EYFS comprises the Nursery and Reception. The applicant may be required to work across both areas.

The Nursery

The Nursery runs as a unit for children between the ages of 2 to 4 years. The children work across a stimulating indoor and outdoor learning environment organised into different learning zones. There is a balance between child initiated and adult led learning. All staff work across the entire setting with all age groups of children. During carpet times the children are organised into three groups for focus activities and stories. We follow the principles laid out in the Department of Education's Early Years Foundation Stage documents, and provide a relevant, effective and purposeful curriculum for all our children. The atmosphere is very much of a relaxed, fun environment. The emphasis is on enjoyment and happiness, from which great learning is achieved, without being forced.

Key Responsibilities

- To work across the whole learning environment – indoors and out. The outdoor environment is a very important aspect of our provision and is used in all weather conditions.
- To be aware of the individual needs of children. This will include assisting with their personal care needs and helping get dressed for play etc.
- To work with small groups of children in adult directed activities.
- To engage with children effectively when they are participating in self – initiated activities. To use their knowledge of the Foundation Stage Curriculum to inform their interactions and ensure that the children are making progression in their learning.
- To work as a member of the team taking turns to prepare drinks and snacks.
- To help prepare for each session with other staff e.g. photocopying, collecting materials, setting out toys etc.
- To undertake any other duties and responsibilities commensurate with the job title as directed by the Head of the EYFS/Headmaster

The Nursery operates during term-time only, sharing the same holidays as the main school. The Nursery is open from 8.30am to 3.30pm each day of term.

Person Specification

- **Experience and Qualifications:** Experienced and qualified in working with this age group with a requirement of NVQ Level 3 in Child Care, learning and development or equivalent
- **Sensitivity:** listens well and understands others' needs and perspectives; caring and sensitive to the needs of young children
- **Self-motivation:** meets objectives on own initiative; committed to continuous self-development; willingness to attend appropriate on-going training/updating.
- **Teamwork:** flexible, co-operative, helpful; self-aware; collaborates well; ability to work alone and as part of a team.
- **Organisation:** systematic; efficient; meets agreed priorities.
- **Response to change:** investigative; adaptable; prepared.
- **Background:** A person suitable for working with children under the terms of the Children Act and other appropriate legislation.
- **Physical:** able to undertake all the physical requirements of the post and use equipment, according to health and safety guidelines.