

Cavendish Close Infant and Nursery School

Job Description: Part Time (2 days) Early Years Teaching Assistant: Level 1

Job Title:	Part Time (2 days) Early Years Teaching Assistant Level 1
Contract:	Fixed term contract – To start as soon as possible until Friday 4 th April 2025 initially
Job Location:	Cavendish Close Infant and Nursery School, Wood Road, Chaddesden, Derby, DE21 4LY
Hours:	Term time only – 12 hours per week: Thursdays and Fridays 8:35am to 3:05pm (to include a 30-minute unpaid lunch), with a possibility of additional hours in our breakfast and/or after school clubs
Pay Scale:	Grade C, point 5, £23,500 per annum, pro rata (equivalent to £12.18 per hour)

Qualifications required:

- Must hold an approved Early Years qualification at Level 2 or above (for example, NVQ2 or equivalent).
- GCSE (Grade C / 4 or above) in English and Maths

Job Purpose:

- Provide support to the Leadership Team across a range of child centred activities in the classroom, which promote child development and learning.
- Work with individual children and groups of children as directed class teachers.

Responsible to:

- Headteacher, Deputy Headteacher and Assistant Headteacher.
The Deputy Headteacher is the line manager for all teaching assistants and will be responsible for induction, professional review and development.

Duties:

Support for the school:

- Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.
- Participate with other team members in the planning, implementation and evaluation of learning programmes for individuals and groups of children.
- Participate in the delivery of local and national initiatives, for example, the Early Years Foundation Stage Statutory Framework.
- Monitor and contribute to the assessment and recording of children's development and be involved in sharing this information with other staff as appropriate.
- Participate in and contribute to INSET activities.
- Maintain and develop good working relationships with parents, children and other staff.

- Give general support to school activities.
- Promote the ethos and values of the school
- Treat all information regarding individual children with strict confidentiality and never discuss children with anyone outside school.

Support for the Teacher

- Prepare support materials as directed.
- Contribute to the preparation and tidying of the classroom and outside learning areas.
- Display work and information for children and adults
- Exercise general care and supervision of children during the school day, inside and outside.
- Work with groups or individual children as directed by the teacher.
- Deliver individual learning programmes for target children as directed.
- Maintain records of achievement of individual children and feed back progress to the teacher.
- Be involved in review meetings for specific children as requested.
- Undertake any task reasonably requested by the headteacher or the teacher.
- Assist with resolving behavioural and emotional difficulties with children.
- Participate in the planning of individual programmes of work for specific children.
- Participate in the planning of regular activities within the classroom.

Support for the child

- Promote development and learning – Physical, emotional, educational and social.
- Provide a secure, caring and enriching environment for children.
- Support the children including those with identified special educational needs.
- Arrange for first aid to be given and comfort sick children.
- Encourage the acceptance and inclusion of all children.
- Be familiar with relevant special educational needs documentation.
- Help promote self esteem and independence in all the children.
- Establish good relationships with parents and carers to ensure relevant information is passed on to both parents and teachers.

Cavendish Close Infant and Nursery School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, online checks, completion of a probationary period, pre-employment and Disclosure Barring Service checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).