

EARLY YEARS TEACHING ASSISTANT AND WRAPAROUND CARE

LEVEL 2

To work under the instruction/guidance of teaching/senior staff to undertake work / care / support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils, the classroom and the Wraparound Care ‘Sunshine Club’ area. Work may be carried out in the classroom or outside the main teaching area.

SUPPORT FOR PUPILS

Teaching Assistant

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

Wraparound Care ‘Sunshine Club’ Assistant

- To recognise that the safety, welfare and care of children is a key part of your role as the Extended School Assistant (in line with ‘Every Child Matters’).
- To ensure that the designated areas are prepared in readiness for before/after-school provision.
- To promote equal opportunities and an inclusive approach, recognising and meeting the differing needs of individuals.
- Establish productive working relationships with staff, pupils, parents/carers and professionals from other agencies.
- To assist in the organisation of activities for children attending the after-school provision and support procedures for children who become ill or are not collected as agreed.
- To promote healthy eating and active lifestyles in support of general school policies for child development.
- To ensure that high standards of food hygiene are practiced.
- To keep the Extended School Leader informed of any issues that may arise in relation to a child’s attendance at the after-school club.
- Under the direction of the Extended School Leader, to work within the expected standards.
- To participate in appraisal and in appropriate training as identified through appraisal.
- To provide regular feedback to the Extended School Leader, the Voluntary Management Group or Head Teacher with regard to the running of the extended schools provision.

SUPPORT FOR THE TEACHER

Teaching Assistant

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils’ work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils’ responses to learning activities and accurately record achievement/progress, problems etc
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils’ work
- Provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework

SUPPORT FOR THE CURRICULUM**Teaching Assistant**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupils responses
- Undertake programmes linked to local and national learning strategies eg communication and language, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

SUPPORT FOR THE SCHOOL**Teaching Assistant & Wraparound Care 'Sunshine Club' Assistant**

- Be aware of and comply with 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 difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Show a duty of care and take appropriate action to comply with health and safety requirements at all time
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

Experience

- Working with or caring for children of relevant age

Qualifications

- Good numeracy/literacy skills
- NVQ 2 for Teaching Assistants or equivalent qualifications or experience
- Training in the relevant learning strategies eg literacy
- First aid training/training as appropriate

Knowledge/Skills

- Effective use of ICT to support learning
- Use of other equipment technology – video, photocopier
- Understanding of relevant policies/codes of practice and awareness of relevant legislation
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies
- Basic understanding of child development and learning
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these