

Wiltshire Council

School Support Staff

Job Profile

Reference :	SCH075	Grade D
Job Title :	Teaching Assistant - Early Education	
Main Job Purpose :	To assist the nursery/children's centre teacher in caring and planning activities for the Early Years children and assessing progress. To help ensure the safety and well being of the children and at all times act as a responsible carer.	

	Main Duties
1.	Work with groups of individuals within the Nursery/Children's Centre in all curricular areas under the direction of the teacher, in a variety of tasks to develop the physical, intellectual, emotional and social skills of the children.
2.	Assist with learning activities across the six areas of learning. Develop children's knowledge through support and encouragement in the learning activities undertaken. Provide opportunities for children to work towards the Early Years Learning Outcomes.
3.	Carry out domestic duties such as tidying up, serving snacks, organising cooking activities and changing children. Assist in preparing, mounting and removing wall displays.
4.	Help plan, prepare and set out programmes of work and activities in co-operation with the teacher and clear away and store equipment in the correct place.
5.	Feedback information regarding the well-being and educational and developmental needs of children to the teacher, parents and Head Teacher as appropriate.
6.	Accompany the children on class outings under the overall supervision of the nursery/reception years teacher.
7.	Administer minor first aid (as trained), dispense medically prescribed controlled drugs in accordance with procedures (as trained) and attend to children who are sick as necessary. Promote health and personal hygiene to the children throughout the activities undertaken in the nursery. Keep abreast of the School/Nursery Child Protection Procedures and report any concerns noted in the course of duty in accordance with such procedures.

	Main Duties
8.	Undertake shared responsibility with all nursery staff for the care and maintenance of nursery equipment and resources. Help with the ordering of new provisions in accordance with the nursery's agreed budget and as authorised by the nursery/reception years together.
9.	Encourage self-control and self-discipline in the children throughout all activities undertaken in the nursery and promote the nursery's positive behaviour policy. Supervise the children for short periods in the event of the nursery/reception years teacher having to be called away.
10.	Liaise with parents outside agencies as required by the teacher. Undertake joint activities and links with the local playgroups and organise visits to the nursery class.

Supervision and Management

The jobholder does not have regular supervisory responsibility for staff but may be required to assist in work familiarisation for new recruits.

Creativity and Innovation (i.e. Problem Solving)

The jobholder assists in the planning, preparation and setting up of programmes of work and activities with the teacher, and helps to plan and organise joint activities and visits with the local playgroups.

Key Contacts And Relationships

Contact	Reason for Contact
Teachers, Head Teacher, Parents, Children	Informing teachers and parents on work programme, progress of children with activities, questions relating to nursery activities, any concerns regarding pupils' progress, behaviour, general well-being.
Children, Teachers, Parents	Explaining activities as planned by the Teacher, explaining the whereabouts of resources, undertaking group work with children, providing basic instructions during educational visits, outings, and during break time supervision.
Teachers, Head Teachers, Parents	Raising concerns regarding the welfare of children, explaining changes in behaviour, providing progress reports with regard to children's learning and development.
Children	Assisting children who may be sick, unhappy etc. Developing children's confidence and encouraging social behaviour.

Parents	Sharing information with parents regarding their children's progress
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Decision Making
The work is covered by clearly defined rules and procedures. The jobholder may make decisions in relation to routine problems which may arise whilst supervising children (e.g. child sickness, children having difficulty with activities and requiring additional support, noting concerns and deciding whether or not to refer these on to the teacher).

Resources
The jobholder is required to use resources with care but is not personally accountable for the security of physical or financial resources.

Working Environment
The job involves some lifting, pulling, stretching. Most of the work is undertaken indoors, however, the jobholder also undertake activities outside in the playground and on nursery trips and outings. The jobholder will encounter members of the public, visitors to the school, contract staff, students etc. during the course of their duties.

Knowledge and Skills
The jobholder needs a good standard of practical knowledge and skills in learning support for Early Years children (minimum NVQ 2 level), including knowledge of the Early Years curriculum.