**St Bernadette’s Catholic Primary School**

**Job Description**

**Job Title: EYFS Specialist Teaching Assistant**



**JOB PURPOSE**

To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

**DUTIES AND RESPONSIBILITIES**

**Support for Pupils.**

Support the activities of individuals or groups of children. Participate in the education of children, including contributing to their health and well-being.

Support children with special needs (if appropriate to the focus of the role)

Sensory and/or physical impairment

Cognition or Learning difficulties

Behavioural, emotional and social development needs

Communication and interaction difficulties

Dealing with personal care needs of children where appropriate in line with the guidance of the local authority.

**Support for Teachers**

Provide support for learning activities by:

Supporting the teacher in the planning and evaluation of learning activities

Supporting the delivery of learning activities

Support in organising effective learning environments and maintaining appropriate records

Support literacy and numeracy activities in the classroom

Support the maintenance of pupil safety and security

Contribute to management of pupil behaviour by:

Promoting school policies with regard to Pupil behaviour

Supporting the implementation of strategies to manage pupil behaviour

Undertake routine marking in line with school policy

Provide clerical/admin support eg photocopying, collecting money, administer coursework

**Support for school**

Provide support to colleagues

Develop own effectiveness in a support role

**Support for the curriculum**

Support the use of information and communication technology in the classroom

Work as required across the curriculum and in all key stages within the school as appropriate to their training and experience

Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with

To ensure their tasks are carried out with due regard to Health and Safety

To participate in appropriate professional development including adhering to the principal of performance management

To adhere to the ethos of the school

To promote the agreed vision and aims of the school

To set an example of personal integrity and professionalism

Attendance at appropriate staff meetings and parents evenings within working hours

Any other duties commensurate with the grade and nature of the post in order to ensure the smooth running of the school

Observance of the city council’s equal opportunities policy will be required

**SUPERVISION RECEIVED**

Supervising Officer’s Job Title: TBA

**LEVEL OF SUPERVISION**

Left to work within established guidelines to scrutiny by supervisor