



Brading CE Controlled Primary School **Job Description – Preschool Room Lead /** **Teaching Assistant A**

Responsible to: Class Teacher / Headteacher

Job Purpose: To work under the guidance of teaching / senior staff in EYFS and within an agreed system of supervision, to implement agreed work programmes with individuals / groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management / preparation of resources. The primary focus will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities.

Major Tasks:

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.

Support for Pupils:

3. Use specialist (curricular / learning) skills / training / experience to support pupils.
4. Assist with the development and implementation of IEPs.
5. Establish productive working relationships with pupils, acting as a role model and setting high expectations.
6. Promote the inclusion and acceptance of all pupils within the classroom.
7. Support pupils consistently whilst recognising and responding to their individual needs.
8. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
9. Promote independence and employ strategies to recognise and reward achievement of self-reliance.
10. Provide feedback to pupils in relation to progress and achievement.

Support for Teachers:

11. Work alongside the EYFS teacher to establish an appropriate learning environment.
12. Work alongside the EYFS teacher in lesson planning, evaluating and adjusting lessons / work plans as appropriate.
13. Monitor and evaluate pupil responses to learning activities through observation and planning recording of achievement against pre-determined learning objectives.
14. Provide objective and accurate feedback and reports as required, to the EYFS Lead on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
15. Be responsible for keeping and updating records as agreed with the EYFS Lead, contributing to reviews of systems / records as requested.
16. Undertake marking of pupils' work and accurately record achievement / progress.
17. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
18. Liaise sensitively and effectively with parents / carers as agreed with the EYFS Lead within your role / responsibility and participate in feedback sessions / meetings with parents with, or as directed.
19. Administer and assess routine tests and invigilate exams / tests.
20. Provide general clerical / admin supports e.g. administer coursework, produce worksheets for agreed activities etc.

Support for the Curriculum:

21. Implement agreed learning activities / teaching programmes, adjusting activities according to pupil responses / needs.
22. Implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
23. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
24. Help pupils to access learning activities through specialist support.
25. Determine the need for, prepare and maintain general and specialist equipment and resources.

Support for the School:

26. 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.
27. Be aware of and support difference and ensure pupils have equal access to opportunities to learn and develop.
28. Contribute to the overall ethos / work / aims of the school.
29. Appreciate and support the role of other professionals.
30. Attend and participate in relevant meetings as required.
31. Participate in training and other learning activities and performance development as required.
32. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
33. 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.

Generic quality statement: Brading Primary School expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding – Brading Primary School is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety – Brading Primary School has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to Brading's system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given below. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post.

Signed **Date**

Name

Headteacher