



## Steeple Claydon School and Pre-school

Meadoway, Steeple Claydon, Bucks. MK18 2PA

Email: [office@steepleclaydon.bucks.sch.uk](mailto:office@steepleclaydon.bucks.sch.uk)

Website: [www.steepleclaydonschool.com](http://www.steepleclaydonschool.com)

Tel: 01296 738132

Headteacher: Mrs Christine Richards

### JOB DESCRIPTION

**Job Title:** EYFS Teaching Assistant

**Responsible To:** EYFS Lead/Headteacher

**Salary:** Bucks Pay Scale 2 (£14,719 to £16,541 pro rata per annum)

**Hours:** 08.30 am to 3.30pm - Monday to Friday 32.5 hours per week.

**Start date** 5<sup>th</sup> of September 2022

#### Main Purpose of Post:

To share the responsibility for caring and assisting with activities for the early years children whilst assessing their progress.

To assist in the practical organisation of Early Years activities and group work as directed.

To help ensure the safety and wellbeing of the children and at all times act as a responsible carer.

#### Main Duties and Responsibilities

- To work with groups or individuals within the setting in all curriculum areas under the direction of the EYFS leader, in a variety of tasks to develop the physical, intellectual, emotional and social skills of the children.
- To assist with learning activities across the six areas of learning. To develop children's knowledge through support and encouragement in the learning activities undertaken within the setting.. To provide opportunities for children to work towards the Early Years Learning Outcomes.
- To be friendly and approachable at all times.
- To work collaboratively and positively within the Early Years team.
- To carry out domestic duties such as tidying up, serving snacks, organising cooking activities and changing children.
- To prepare, mount and remove wall displays.
- To feedback information regarding the well-being, educational and developmental needs of children to the EYFS leader, parents and Head Teacher as appropriate.
- To assist in accompanying children on outings under the overall supervision of the EYFS leader.
- To administer minor first aid (if trained) and to attend to children who are sick as necessary.
- To promote health and personal hygiene to the children throughout the activities undertaken in the setting.
- To undertake the shared responsibility with all the Early Years staff for the care and maintenance of Early years equipment and resources.
- To encourage self-control and self-discipline in the children throughout all activities and to actively promote the school positive behaviour policy.
- To attend staff meeting / planning meetings as appropriate.
- To be aware of and adhere to the school's policies and procedures.
- To maintain confidentiality of information acquired in the course of undertaking duties for the school.
- To undertake other duties appropriate to the grading of the post required.

