



PRIMARY SCHOOL

Early Years Practitioner Apprentice Level 2 Job Description and Personal Specification

*Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is **child-centred**. This means that they should consider, at all times, what is in the best interests of the child.*

PURPOSE OF JOB

The core purpose of the job is to support the class teacher in ensuring that the school provides high quality, challenging and exciting learning and teaching that leads to successful outcomes for pupils in terms of spiritual and moral growth, achievement, attitudes to learning, behaviour and personal development. We encourage you to share responsibility to recognise and nurture the unique qualities of each adult and child within the school community.

DUTIES AND RESPONSIBILITIES

Support for pupils either individually or in groups

1. Supervise and support the teaching activities of individuals or groups of children/young people to ensure their safety and facilitate in their physical and emotional development
2. Monitor individual pupil's progress, achievements, problems, condition and development needs reporting to the responsible teacher as appropriate
3. Assist the teacher in the development, delivery and implementation of Individual Education/Behaviour Plans and Personal Care Programmes for individuals or groups of children.
4. Prepare and deliver programmes to support Special Needs e.g. Read Write Inc, one to one tuition, interventions etc following the guidelines and training given under the guidance of the teacher.
5. Assist the teacher with the planning of learning activities in the classroom or designated areas preparing or modifying work for individuals or groups of pupils as directed.
6. Use strategies in liaison with the teacher, to support pupils to achieve learning goals
7. Provide support for local and national learning strategies e.g. English, Mathematics, Early years.
8. Assist with the implementation of programmes designed by other professionals such as Educational Psychologists, Speech and Language therapists.
9. Assist the teacher with the administration of baseline/tests and other assessments.
10. Support the use of computing in learning activities and develop pupils' competence and independence in its use.

11. To prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom
12. Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of pupil's work.
13. Participate in personal and professional development activities to meet the changing demands of the job and encourage and support other staff in their development and training.

DESIRED SKILLS

Confident building and maintaining relationships with young children
Works well with other people and in teams
Ability to follow instructions and complete tasks set
Able to work using own initiative
Able to communicate effectively in spoken or written form

DESIRED PERSONAL QUALITIES

We believe that by working in our school you will be given the opportunity to develop the knowledge, skills and experience that will allow you to be successfully employed in the future as a Teaching Assistant.

DESIRED QUALIFICATIONS

14. GCSE English and Maths or equivalent.