



**JOB DESCRIPTION: Teaching Assistant Grade 2**  
**35 hours per week**  
**Term time only**

**We are committed to safeguarding and promoting the wellbeing of all children, and expect our staff and volunteers to share this commitment.**

**1. Job Purpose**

- To promote the aims and values of Goodway Nursery School: Respect, Security, Relationships, Inclusion, Learning, Empowerment
- To support each child to progress in their learning and development through the Early Years Foundation Stage curriculum
- To support each child to develop the characteristics of effective learning: Playing and Exploring; Active Learning; Creating and Thinking Critically
- To work with the staff team to provide a secure, happy, caring and safe environment in which the needs of each child are met.

**2. Duties and Responsibilities**

**Support for pupils (either individually or in groups)**

- Promote children's social and emotional development
- Contribute to the health and well-being of children.
- Support and develop an engaging curriculum
- Support children to access all areas of the curriculum indoors and outdoors
- Support children with specific needs (for example, sensory and/ or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties)
- Establish and maintain relationships with individual children, groups and their families
- To support the teacher in the planning and evaluation of learning activities.
- To be familiar with and work within the EYFS principles, curriculum and welfare requirements
- To act as a key person for a small group of children
- To ensure that accurate observations, assessments and other records are maintained and accessible to parents/carers and children.
- To deal with the personal care needs of children where appropriate in line with policies and procedures
- To support and participate in initiatives and developments within the Nursery School.
- To promote children's rights, equality and inclusion
- To understand and be sensitive to the children's ethnic and cultural background and to promote a sense of identity and worth for each child, working closely with parents/carers as appropriate.
- To liaise with parents/carers to ensure effective communication and parent partnership.
- To adhere to parents/carers wishes with regard to the care of children's individual needs, in line with policies and good child care practice.
- To ensure the classrooms and equipment are well maintained, clean and tidy.
- To undertake certain domestic duties within the nursery, e.g. preparation of snacks and cleansing of equipment
- Attendance at appropriate staff meetings, training and parents' meetings.
- To participate in the performance management scheme and to undertake personal professional development and training as appropriate.

- To ensure all tasks are carried out with due regard to Health and Safety
- To adhere to the ethos of the school and promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Be actively involved in promoting best practice and providing good professional expertise and practice
- Provide demonstration of work to students, trainees and volunteers.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school
- 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.

## **OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

### **3. SUPERVISION RECEIVED**

**Supervising Officer's Job Title: Head Teacher**

**LEVEL OF SUPERVISION:** Left to work within established guidelines subject to scrutiny by supervisor

### **4. Review and Amendment**

This job description is normally subject to annual review. It may be amended at the request of the Head Teacher or relevant authority but only after full consultation with the post holder. It will only be signed if agreement is reached.

### **5. Complaint**

If, following review and amendment, agreement is not reached; the appropriate procedures should be used for the settling of any disputes.