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## Job Description

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<b>JOB TITLE:</b>	Early Years Practitioner	<b>SCHOOL/ DEPARTMENT:</b>	The Webber Independent School
<b>REPORTS TO:</b>	Head OF KS1	<b>LOCATION:</b>	Milton Keynes

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### **PURPOSE OF THE JOB:.**

To provide support and guidance for students so that they are able to enhance the educational progress that they make.

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The accountabilities below are a generalized list of the main areas in which Practitioners & Teaching Assistants will be expected to contribute.

### **PRINCIPAL ACCOUNTABILITIES**

#### **Teaching and learning**

1. Provide support for learning activities in the classroom
2. Support literacy and numeracy activities in the classroom
3. Support the use of ICT in the classroom
4. Work independently and be able to differentiate tasks to support and enhance understanding within the classroom
5. Assist EAL students by explaining verbal and written instructions, written text and homework requirements.
6. Assist the EAL pupils without interrupting the learning of other students
7. Assist in the educational and social development of pupils under the direction and guidance of the class teachers
8. Assist in the implementation of Individual Education Programmes for students and help monitor their progress
9. Provide support for individual students inside and outside the classroom to enable them to fully participate in activities
10. Work with other professionals, such as speech therapists and occupational therapists, as necessary
11. Assist class teachers with maintaining student records
12. Support students with emotional or behavioural problems and help develop their social skills

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**Administrative duties**

Prepare and present displays of students' work

Assist classroom teachers in the planning and preparation of work

Be proactive in matters relating to health and safety

**PERSON SPECIFICATION for Teaching Assistants**

CRITERIA	ESSENTIAL	DESIRABLE
<p>- <b>Educational Standard</b></p> <p>- <b>ICT competence</b></p> <p>- <b>CPD</b></p>	<p>Professional Experience appropriate for the post - NVQ Level 3 minimum</p> <p>Use ICT judiciously and appropriately as a teaching and management tool across the curriculum</p> <p>Take responsibility for furthering their own professional development through membership of professional organizations, INSET and research</p>	<p>Higher education qualification</p> <p>Experience of working with children of all ages</p>
<p><b>Analysis, evaluation and judgement</b></p> <p><b>Excellent planning ability</b></p> <p><b>Decision making ability</b></p> <p><b>Communication</b></p>	<p>Demonstrable ability to identify stumbling blocks to progress develop successful strategies to overcome problems/raise standards within own remit</p> <p>Ability to organize and respond to the best needs of the child</p> <p>First class organizational skills with the ability to plan adapt and meet deadlines.</p> <p>Ability to assimilate different types of information, identify options and come to a logical conclusion</p> <p>Ability to communicate clearly, concisely, verbally and in writing to pupils, colleagues and parents.</p>	

<p><b>Work Attitude</b></p> <p><b>-Teamworking</b> -</p> <p><b>-Flexibility</b></p> <p><b>-Disposition/Working Relationships</b></p>	<p>Works well as part of a team to make an active contribution towards the team goals.</p> <p>To meet deadlines by managing a diverse workload within a changing working environment</p> <p>Confident and open approach High level of loyalty, professional integrity, discretion and confidentiality</p> <p>Supports the aims and ethos of the school</p> <p>Sets a good example in terms of dress, punctuality and attendance</p> <p>Attends team and staff meetings</p>	
<p><b>Interests</b></p> <p><b>Hobbies</b></p> <p><b>Other Professional roles</b></p>		<p>Interest in providing support for children's learning after school.</p>