



St. Helen's College

Job Description - EYFS Teaching and Learning Assistant

The EYFS assistant is expected to support the school's aims and ethos and to support the class teacher in providing a safe, stimulating and effective learning environment, high quality teaching, and sensitive and appropriate pastoral care.

As directed by the class teacher or head teacher, the EYFS Teaching Assistant is expected to

- on first taking up appointment, follow through the school's induction programme
- abide by the terms of the contract of employment and staff handbook
- establish and maintain a good rapport with parents and colleagues
- be smart, well-spoken, punctual and polite at all times
- be aware of and follow the school's policies on non-academic areas such as health & safety and equal opportunities
- attend training and preparation days, as appropriate, no more than six times per year, and attend whole school events such as Exhibition Day, St. Helen's Day and the Summer Fete
- arrive at least ten minutes before school starts, and stay for at least ten minutes after the children are dismissed, for staff liaison, preparation, and clearing away
- encourage in the children, by example as well as instruction, courtesy and good manners
- assist with the supervision of children in the classroom and playground
- assist with the planning, preparation and execution of class activities and clearing away of equipment
- hear individual reading, change reading books, supervise group work, or lead a whole class activity such as reading a story, as directed by the class teacher
- assist with all aspects of pupil assessment
- assume the role of Keyworker for a group of children
- renew and maintain wall and other displays
- assist with the tidiness and good order of the classroom, and the maintenance of stock such as pencils, books etc.
- assist with walks and school journeys, within the normal school day
- assist with the preparations and attend Sports Day, Open Day and concerts in which your class is participating
- provide care and simple treatment for children who are unhappy or unwell, or who have suffered minor cuts or bumps
- where trained, to provide first aid to children who are injured or ill
- assist with the toileting of children, where necessary
- clear up spillages and accidents
- become trained in first aid and anaphylaxis awareness

In addition, the EYFS Teaching Assistant is encouraged to

- attend school activities such as Prizegiving
- become aware of school academic policies
- attend training courses, paid for by the school, which will enhance expertise and awareness of educational issues