



## **JOB DESCRIPTION: Higher Level Teaching Assistant (Nursery)**

**POST:** Higher Level Teaching Assistant (Nursery)

**GRADE:** Grade F, Points 15-20 – (1 FTE - £27,803 - £30,296)

### **SUPERVISORY RESPONSIBILITIES:**

To whom: Headteacher, Senior Leadership Team, Foundation Stage Leader

### **PURPOSE OF POST:**

- To provide support to the Headteacher and teachers in implementing all aspects of good practice and policies in order to enable the highest possible outcomes for all of our children.
- To be responsible for a key area of development / responsibility within the EYFS (**2-year-old provision and planning**).
- To support and promote children's early education and development in the EYFS.
- To work in partnership with the EYFS Lead, other staff members, parents and other professionals to support the development of children within the EYFS.
- To use the expected patterns of children's development from birth to five years old to promote children's early education and development.
- To plan and lead activities, purposeful play opportunities and educational programmes, which include the learning and development areas of the early education curriculum.
- To plan and lead outdoor learning opportunities.
- To provide valuable learning experiences, environments and opportunities that are appropriate to the age, stage and needs of individual and groups of children.
- To plan, prepare and deliver lessons and assess, mark, record and report on development, progress and attainment, under the direction of a class teacher.
- To provide and deliver learning activities to whole classes of pupils when the class teacher is not present, across all year groups in school (**Nursery – Year 2**).
- To plan, organise and undertake other related duties to fully support and underpin learning, personal and social development.
- To provide short- term cover supervision of classes, where required.

### **SUPPORT FOR PUPILS:**

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Model and exercise high quality care and education for all children during the school day.
- Promote children's mental health, self-esteem and inclusion through supporting the independent learning and inclusion of all children as required.
- Act in accordance with the school's policies and procedures and relevant legislation particularly in relation to child protection and behaviour management
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Organise and manage appropriate learning environments and resources for the lessons that they teach
- Plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback/ marking and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Attend to children's' personal needs including toileting, hygiene, dressing and eating, as well as help with

social, welfare and health matters.

- Arrange for first aid to be given, comfort sick children, and accompany children to hospital, home or clinic if appropriate.

#### **SUPPORT FOR TEACHERS**

- Organise and manage appropriate learning environment and resources, and ensure they are age-appropriate/safe.
- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment.
- Work within an established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Deliver learning activities to pupils, adjusting activities according to pupil responses/needs.

#### **SUPPORT FOR THE CURRICULUM**

- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

#### **SUPPORT FOR THE SCHOOL**

- Comply with and assist with the development of policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Contribute and support colleagues with the planning and preparation of all learning areas, activities (inside and outside) **with a specific focus on our Nursery.**
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in meetings.
- Deliver out of school learning activities with guidelines established by the school.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Participate in and contribute to staff meetings and INSET as required.
- Participate in the development and delivery of national and local initiatives.
- Continue own professional development in line with school improvement priorities and personal professional needs.
- Take on any additional responsibilities which might from time to time be determined.

*This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.*

**Signed Higher Level Teaching Assistant:**

**Date:**

**Signed Headteacher:**

**Date:**