



EYFS Teaching Assistant Job Description

Job Title:	Teaching Assistant
School:	St. Helen's Primary School
Reports to:	Headteacher
Job Purpose: To work as part of the EYFS team to ensure every child has the best start to their education whilst working within (but not limited to) the EYFS standards/framework and other statutory requirements and codes of practice.	

Undertaking responsibilities as An EYFS Teaching Assistant

- Promote the well-being, safety, and security of all children.
- Support the delivery of high-quality learning and care, including contributing to the planning and implementation of both child-initiated and staff-led tasks, under the guidance of the teachers.
- Assist in monitoring and recording children's development.
- Support the planning and implementation of the EYFS framework and Forest School.
- Work as a fully integrated member of the Early Years team to ensure the smooth and efficient running of the setting. This may occasionally require flexibility around core working hours; any changes will be discussed in advance.
- Prepare the environment for the children's arrival and help provide a varied, stimulating play and learning environment, including displaying children's work.

Personal Care and Support:

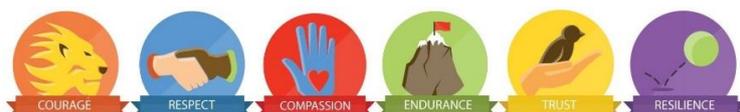
- Assist with toileting and personal hygiene as required.
- Ensure all children are safe when eating (snack time).
- Encourage independence while ensuring children's safety and well-being

Environment and Equipment:

- Support the care and maintenance of equipment and learning materials, ensuring they are clean, safe, and in good working order.
- Help maintain a tidy, organised, and stimulating early years environment.

Teamwork and Initiative:

- Work using your own initiative while following directions and guidance from the teacher or EYFS leader.
- Contribute to a positive, collaborative, and supportive team culture.





St. Helen's Primary School

Head Teacher: Mrs Julia Walker

Colne Road Bluntisham Cambridgeshire PE28 3NY

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Teaching Assistants may also undertake some or all of the following:

- Working with individual pupils with special educational needs
- Supporting the work of volunteers and other teaching assistants in the classroom
- Supporting the use of ICT in the curriculum
- Selecting, preparing and clearing away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays

General duties relevant to all members of staff

It is expected that all staff work collaboratively to share good practice, resources and ideas and realise the school vision and aims. All staff should act with professional integrity at all times, following the school 'Code of Conduct for Staff'.

Use of ICT

ICT must be used creatively to inspire and motivate pupils where it is relevant to do so. All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems. All staff are expected to follow (and ensure pupils follow) the procedures as laid out in the schools ICT and safety policy.

Data Protection

It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the Data protection Act 2018 (as amended) for the security, accuracy, and significance of personal data held on such systems.

Health and Safety

Employees are required to work in compliance with the schools' Health and Safety policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school. In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

St. Helen's Primary School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer (DCPO). The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.

