ST. MICHAEL'S C.E. (AIDED) PRIMARY SCHOOL
The Grove, Flixton, Urmston, Manchester M41 6JB

Head Teacher: Mrs L Perry
www.smpsflixton.co.uk

Job Description
Early Years Teaching Assistant (TA3)

School	St Michael's Church of England Aided Primary School, Flixton
Working hours	8.30am to 3.45pm, Monday to Friday
Working pattern	Term time plus INSET days
Responsible to	Class Teacher and Early Years Lead
Salary	Band 4, Points 12 - 17

Purpose of the role

To work with the class teacher and Early Years team to provide a safe, caring and engaging environment in which children can play, learn and develop independence. The postholder will support the delivery of the Early Years Foundation Stage (EYFS) curriculum, lead planned learning with individuals and small groups, and help children with a range of needs take part in all aspects of school life.

Main duties and responsibilities

Teaching and learning

- Work with the class teacher to prepare and deliver planned learning, including activities that develop communication and language, early reading and phonics, and early maths.
- Lead planned individual and small-group activities and interventions, adapting resources and the level of support in line with the teacher's guidance.
- Join children's play indoors and outdoors, using conversation, modelling and questions to extend their learning while encouraging them to make choices and try things for themselves.
- Observe children during play and planned activities, record significant observations as agreed, and share what children can do and where they may need further support. Contribute to planning and assessment discussions with the class teacher.
- Prepare, organise and maintain indoor and outdoor provision so children can use resources safely and independently.

Inclusion, care and wellbeing

- Support children with SEND and other additional needs, following agreed strategies and individual plans. Work with the class teacher and SENCo to review how well the support is helping.
- Build positive relationships with children and help them settle, manage their feelings, develop friendships and learn school routines.
- Promote the school's expectations to Be Ready, Be Respectful and Be Responsible, using calm, consistent approaches suited to young children.
- Support children with toileting, changing and other personal care where required, following school procedures and respecting each child's dignity.

- Supervise children during agreed parts of the school day, including outdoor play, transitions and lunchtimes as directed.

Working with colleagues and families

- Work closely with the class teacher and Early Years team, sharing observations and contributing to the day to day running of the setting.
- Build positive relationships with parents and carers. Share routine information as agreed with the class teacher and refer concerns or questions about progress to the appropriate member of staff.
- Attend relevant meetings, training and INSET days, and contribute to the Christian ethos and values of St Michael's.

Safeguarding and professional responsibilities

- Safeguard and promote children's welfare, reporting and recording concerns promptly in line with school procedures.
- Follow school policies on safeguarding, behaviour, health and safety, equality and confidentiality.
- Undertake other reasonable duties appropriate to the role and grade as directed by the Headteacher.

Person specification

Essential	Desirable
A relevant Level 3 qualification in Early Years, childcare or supporting teaching and learning.	Experience working in a school-based Nursery or Reception class.
Experience of working with young children and a good understanding of the EYFS and how young children learn through play.	Experience delivering early language, phonics or maths activities in small groups.
Ability to lead planned activities, adapt support and share clear observations about children's learning.	Experience supporting children with SEND or speech, language and communication needs.
A calm, caring and consistent approach, with the ability to use initiative and work well as part of a team.	A current paediatric first aid qualification.
Clear communication skills and an understanding of safeguarding, confidentiality and professional boundaries.	

St Michael's is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The appointment is subject to satisfactory references and an enhanced DBS check.