

## **SOUTH GLOUCESTERSHIRE COUNCIL**

### **WELLESLEY PRIMARY SCHOOL**

#### **TEACHING ASSISTANT WORKING SPECIFICALLY IN EARLY YEARS**

This specification should be read in conjunction with the job description for teaching assistant.

#### **Skills/Attitude**

- Understanding of EYFS/Child development
- Someone who can 'play'.
- First Aid training
- Willingness to enter into professional development
- Knowledge of ICT
- Basic literacy and numeracy skills
- Ability to use initiative
- Calm and patient
- Work as part of a team
- Tidiness and organisation skills
- Flexibility with time, eg. at start of the year going to lunch at a later time

#### **Main Duties**

- Setting up the classroom and outdoor area
- Preparing for PE – setting up apparatus
- Caring for the personal well-being of children eg. toileting, dressing, cleaning up 'accidents' vomit.
- Preparing resources and clearing away
- Creating displays
- Working with individuals, groups and whole class
- Carrying out administration tasks eg. collating evidence for learning diaries
- Playground/playtime supervision
- Working with parents

#### **Physical Effort**

The postholder will be expected to undertake bending, stretching and lifting in the course of their duties e.g. preparing the classroom, displaying pupils work, assist pupils during lesson times, engaging in activities led by the teacher. Within the early years setting there is an increased level of physical effort required for organising the use of large play equipment and caring for very young children.