



Level 3 Teaching Assistant

Nursery Job Description & Person Specification

EMMAUS
CATHOLIC MAC
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Job Description for Level 3 Teaching Assistant Nursery

Grade: Emmaus Catholic MAC Pay Scales
Grade 5 (SCP 7-11)
£26,403- £28,142 per annum FTE (pro-rata 39 weeks, FT £22,791.66 - £24,842.22)

Line Manager: Principal / EYFS Lead

GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES

Level 3 staff work under the guidance of teaching staff with a limited degree of autonomy. NVQ 3 or equivalent is a requirement for the job. The role will require someone who has specific skills and experience in setting the standards for learning, development, and care for children from birth to five.

To implement agreed work programmes with individuals/groups and support teaching staff in the development and education of early years children including the provision of detailed and specialist skills/knowledge in particular areas.

SPECIFIC RESPONSIBILITIES

DUTY HOURS

The postholder will be required to work 32.5 hours per week 8.30am – 3.30pm, 5 days per week, term time only + 5 training days per year.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Support for Children

- Promotes teaching and learning to ensure children's 'school readiness' and give children the right foundation for good future progress through school and life.
- Supporting every child, as a unique child, to be resilient, capable, confident, and self-assured.
- Support children to be strong and independent through creating positive relationships.
- Supporting children to learn and develop well by creating enabling environments with teaching and support from positive role models, building on the strong partnership between practitioner and parents/carers.
- Encourage children to build strong, warm, and supportive relationships with adults to enable them to learn how to understand their own feelings and those of others.
- Support children to develop at individual rates, including adapting your support for children with special educational needs and disabilities (SEND).
- Make a substantial contribution to Individual Learning Plans and their implementation.
- Use specialist skills and training to support bilingual/multilingual children and help them to access the curriculum.



- Use specialist skills and training to support children with communication and interaction difficulties e.g. speech and language delay, dyslexia, dyspraxia etc.
- Use specialist skills and training to support children with sensory and /or physical impairment e.g. assistance with the development of appropriate structured learning plans and the implementation of structured learning programme.
- Use specialist skills and training to support children with cognition and learning difficulties e.g. encouraging the children to engage with and benefit from the planned learning activity, including modifying the activities as agreed with a teacher if the children is making slow progress.
- Using specialist skills and training support the behaviour management of children with behavioural, emotional, and social development needs e.g. assist with the development of behaviour management strategies, monitor children behaviour to recognise and reward progress in behaviour management, identify and respond to uncharacteristic behaviour patterns and incidents of challenging behaviour.
- Provide feedback to parents/carers and children in relation to progress and development.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Administer medicine to the child ensuring you have checked for written permission from the parent/carer and, a written record is retained, and a copy is provided to the parent/carer at the end of each day.
- Ensure all children dietary requirements, preferences, food allergies, and intolerances have been obtained for the child and strictly followed.
- Support children when eating and ensure an adult is always present during mealtimes.
- Prepare food for children, considering choking and food safety guidance for young children.
- Frequently check sleeping children to ensure they are safe, and conditions are suitable to the child's age range.
- Support children with toilets and intimate care, respecting children's privacy whilst balancing with safeguarding and support when changing nappies.
- Provide pastoral support to children.
- Develop 1:1 mentoring arrangements with children and provide support for distressed children.
- Ensure the adult to children ratio as defined in the EYFS Framework is met at all times.
- Promote the effective transfer of children across phases/integration of those who have been absent.

Support for Teacher/School

- Under the guidance of the EYFS lead, work to meet the 7 areas of learning and development in the EYFS Framework ensuring all areas of learning and development are important and inter-connected.
- Assess the needs of children and contribute to the development of IEPs.
- Observe and report on children performance.
- Take responsibility for the management of challenging children behaviour.



- Provision of children information to external agencies.
- Undertake joint home visits as appropriate and in line with the school policy.
- Implement and evaluate specific curriculum plans and activities for groups of children to meet the individual needs of those children.
- Contribute to curriculum planning.
- Under the guidance of a teacher, implement agreed work programmes with individuals or groups maintaining good order and keeping children on task.
- Provide emergency cover supervision for a group or class, under the direction and control of the Principal or other designated member of staff during the unplanned short-term absence of the teacher.
- To provide specialist language support to individuals/groups where English is not the first language.
- Provide guidance and assist in the training and development of staff as appropriate.
- Contribute to the development and maintenance of school policies.
- Participate in working groups on curriculum matters.
- Provide clerical/administrative support e.g. administer course work, produce worksheets for agreed activities.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Undertake planned supervision of children out of school learning activities.
- Supervise children on visits and trips as required.

Other Duties

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality, and data protection. reporting all concerns to the appropriate person.
- Contribute to the overall ethos /work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must at all times carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.



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All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising children achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.



**Person Specification for Level 3 Teaching Assistant - Nursery**

Task	Essential	Desirable
Qualifications and Training		
G.C.S.E's 4 and above in Maths & English	✓	
NVQ Level 3 Certificate in approved qualification https://www.gov.uk/government/publications/early-years-qualification-requirements-and-standards	✓	
Very good numeracy and literacy skills.	✓	
Paediatric First Aid (or obtain within 3 months of starting work)	✓	
Training and accreditation in relevant "specialist" areas beneficial to the school. E.g. a particular curriculum area or learning area e.g. science, maths, bi-lingual, SEN, behaviour.		✓
Knowledge and Experience		
Demonstrable experience of working with or caring with children of a relevant age.	✓	
Full working knowledge of School policies and procedures relating to health and safety, behaviour, attendance, equal opportunities, and child protection.	✓	
Working knowledge of national/foundation stage curriculum and other basic learning programmes/strategies.	✓	
Understanding of the principles of child development and learning processes.	✓	
Experience of supporting teaching staff in the development and education of children, including the provision of specialist skills and knowledge.	✓	
Understanding of statutory frameworks relating to teaching	✓	
Practical Skills		
Listens well and communicates clearly and fluently with colleagues on a wide level.	✓	
Works effectively with a broad range of stakeholders and partners.	✓	
Relevant knowledge of first aid.	✓	
Demonstrate good numerical and verbal reasoning skills and literacy skills and have the ability to produce documentation to a high standard.	✓	



Ability to use relevant technology and able to demonstrate knowledge and use a wide range of ICT systems and solutions to support learning.	✓	
Committed to safeguarding and welfare of all children	✓	
Personal Qualities and Attributes		
Reliable	✓	
Trustworthy	✓	
Courteous	✓	
A Knowledge of Equality & Diversity issues.	✓	
Motivation to continually improve standards and achieve excellence	✓	
Genuine passion and belief in the potential of every student	✓	
Able to work constructively as part of a team with an understanding of classroom roles and responsibilities and own position within these.	✓	
Ability to organise, lead and motivate a team.	✓	
Ability to relate well to children and adults.	✓	

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

