


<b>Job Description</b>			
<b>Title</b>	<b>School:</b>	<b>Post Ref</b>	
Early Years Educator - Aspiring to progress onto 'Assessment Only' route for QTS	Hucknall Flying High Academy		
<b>Job Purpose</b> To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area, with direct support available from the teacher or senior member of staff.			
<b>Key Responsibilities</b> <ol style="list-style-type: none"> <li>Supervising and providing particular support for pupils – under the guidance of the teacher, including those with special needs, ensuring their safety and access to learning activities</li> <li>Planning and providing practical assistance in relation to identified physical needs under the guidance of the teacher</li> <li>Assisting with the development and implementation of Individual Education/Behaviour Plans</li> <li>Establishing productive working relationships with pupils</li> <li>Promoting the inclusion and acceptance of all pupils within the setting</li> <li>Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes</li> <li>Establishing a constructive relationship with pupils and interact with them according to individual needs</li> <li>Encouraging pupils to interact with others and engage in activities led by the teacher, and those activities led under the responsibility of the teacher</li> <li>Setting challenging and demanding expectations (under the guidance of the teacher) and promote self-esteem and independence</li> <li>Providing feedback to pupils in relation to progress and achievement under guidance of the teacher</li> <li>Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work within the nursery setting</li> <li>Using strategies, in liaison with the teacher, to support pupils to achieve learning goals</li> <li>Assisting with the planning of learning activities</li> <li>Under the direction of the teacher, undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses</li> <li>Undertaking programmes linked to local and national learning strategies in partnership with the class teacher e.g. EYFS</li> </ol>			

16. Monitoring pupils' responses to learning activities and accurately record achievements/progress as directed
17. Providing detailed and regular feedback to teachers on pupils' achievement, progress, barriers to learning etc.
18. Supporting pupils in their learning in all areas of the curriculum.
19. Supporting the keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested
20. Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
21. Establishing constructive relationships with parents/carers
22. Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
23. Supporting teaching staff in the carrying out of home visits
24. Administering routine tests and invigilating exams and undertake routine marking of pupils' work
25. Providing clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc
26. Assisting the teaching staff in the smooth transition between educational phases
27. Supporting the use of ICT in learning activities and developing pupils' competence and independence in its use
28. Supporting pupils and teacher during PE and other practical activities.
29. Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use
30. Assisting with the supervision of pupils at break times
31. Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher
32. Providing cover for the provision of PPA time for teaching staff, plus short-term cover for absence for other staff
33. Under the direction of the Extended School Manager, deliver the provision for the nursery pupils during the holiday periods.

### **Professional Development**

34. You will be assessed against the teacher standards as part of the assessment process to access the 'assessment only' route for teacher training. As part of this it is the employee's responsibility to gather a portfolio of two years unqualified experience against the teacher standards, providing the appropriate evidence base from the provision delivered in the current setting.
35. Access recommended CPD to support development towards 'Assessment Only' route for employee based QTS
36. Regularly review the effectiveness of your teaching, under the guidance of the class teacher and your learning mentor and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues
37. Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.
38. Proactively participate with arrangements made in accordance with appraisal for your career stage

**General Responsibilities**

- 39. Being aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety
- 40. Being aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- 41. Contributing to the overall ethos/work/aims of the school
- 42. Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
- 43. Appreciating and supporting the role of other professionals
- 44. Attending relevant meetings as required
- 45. Participating in training and other learning activities and performance development as required
- 46. Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
- 47. Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions

Note: It is expected that duties will be undertaken within contracted hours unless by agreement