

# **Village Primary School – Job Description**

## **Two-year-old provision**



**Salary:** Level 2 Grade F scales points 7-8

**Contract type:** 1 year fixed term in first instant

**Start date:** 1<sup>st</sup> September 2022

**Reporting to:** Head Teacher, EY Leader

**Closing Date:** 13<sup>th</sup> July 12pm

**Interview:** Monday 18<sup>th</sup> July

**Working Pattern/Hours:** Term time only plus 5 days with a 37 hour week

We are seeking to appoint a Level 2 Teaching Assistant to work in our brand new two-year-old provision. This is an exciting opportunity to work as part of a team to provide a high standard of care for our children in our community.

### **Disclosure**

The school is committed to safeguarding and to promoting the welfare and safety of children and young people and expects all staff to share this commitment. The post is subject to an Enhanced DBS Check and excellent professional references.

### **Job Description**

- Establish and maintain a caring and nurturing relationship with the children in our care.
- To support the development of high quality and stimulating environment.
- To prepare and lead activities and resources to support the children in their learning.

- Undertake duties in connection with personal hygiene and welfare of pupils.
- Promote children's social and emotional development and contribute to their health and well-being.
- Contribute to the assessment of pupil progress and development.
- Monitor children's progress effectively and share information with parents, carers and other key adults in the child's life.
- Liaise closely with the other staff in EYFS.
- Oversee the care and cleanliness of the teaching environment, equipment and materials.
- To support the wider school staff and Village community to encourage parental engagement and incoming cohorts.

**We will provide:**

- a hardworking, dedicated, happy and talented staff
- friendly, enthusiastic children whose behaviour is impeccable
- a staff with high expectations of behaviour, learning and personal development
- continued professional development opportunities
- supportive governors and whole school community

**More Information:**

Visits to the school are welcomed. Please call the school office to arrange these.

Please return completed application form by 12 noon on the closing date for the attention of the head teacher.

*(Note that we reserve the right to withdraw this advert should a successful applicant be appointed before the closing date. As a result, we encourage interested colleagues to apply early)*