



Crawford Village
Primary School & Nursery

Crawford Village Primary School

Crawford Village, Lancashire, WN8 9QP

Tel: (01695) 622333

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Headteacher: Mrs Debra Eaton

Job Title: Early Years Practitioner Level 2B (Grade 5: Point 6-11)

26.25 hours per week: Monday – Friday – Part Time - Term time only

plus OPTIONAL 10 hours per week After School Club manager 3.30pm – 5.30pm (Level 3)

Required: ASAP

Job title: Teaching Assistant - Level 2b	Grade: Grade 5
Directorate: Children and Young People	Establishment: Crawford Village Primary School

The purpose of this job is:

To work collaboratively with the Early Years team under the direction of the Headteacher and Early Years Lead Teacher in meeting the personal, social and developmental needs of children, including those with SEND, and to establish positive relationships with children and parents in our Early Years setting and also the wider school community.

Core tasks

In addition to the following duties, the post holder may be required to undertake any of the duties normally associated with a Teaching Assistant post

Support for Pupils

- Under the clear guidance of the class teacher, to implement structured learning activities and to assist individual/group of pupils to complete tasks.
- To undertake activities to assist in monitoring the personal social and emotional needs of pupils.
- To develop positive relationships with pupils to assist pupil progress and attainment.
- To assist in the devising of pupils' individual targets and their monitoring and review.
- Support pupils as part of a planned inclusion programme
- To assist in the development of varying skills that support pupils' learning.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.

Support for the Teacher

- To assist in the monitoring/recording of pupil progress, problems and developmental needs.
- To assist in the production of teaching aids.
- To undertake routine classroom administrative tasks.
- To assist in pupil supervision and assist in the management of pupil behaviour.
- To provide information to the class teacher to assist in the planning of work programmes

Support for the School

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

Support for the Curriculum

- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities

Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

Prepared by: Mrs Debra Eaton

Date: 27.11.2024

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.