



**Job Description & Person Specification**

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**Higher Level Teaching Assistant (Pre-School Lead)**

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<b>Responsible to:</b> Headteacher	<b>Grade:</b> 9
<b>Hours:</b> 32.5 hours per week	<b>Duration:</b> Permanent
<b>Main Location:</b> Watchfield Primary School	

**Job Purpose**

- To respond to, and advocate for the needs of the setting's children, carers/ families, staff and local community
- To ensure the provision of a responsive, nurturing and stimulating environment for children aged 3 and 4.
- To ensure the provision of an environment which promotes stable and consistent relationships between staff and individual children and their homecarers/ families
- To work in partnership with carers/ families, other professionals and the local community
- To develop and manage the setting in liaison with the Senior Leadership Team.

**Key Tasks**

In liaison with the Senior Leadership Team:

- To develop the vision and values of the setting and promote them throughout provision and practice, in partnership with homecarers/ families, staff and the local community
- To develop and implement the policies and procedures of the setting e.g. child protection, health and safety, confidentiality, register of children's attendance
- To ensure that the setting complies with National and County Council Standards, and implements Ofsted action points
- To ensure that individual children's needs are met by through physical care, relationships, play and interaction
- To ensure the provision and maintenance of a nurturing, stimulating and challenging environment both indoors and outdoors
- To ensure that there are observations of individual children which enable staff to respond to & plan for children's individual needs & development
- To ensure that there is planning for individual children to celebrate and extend their interests, well being and learning

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<sup>1</sup> Faringdon Learning Trust (FLT) Employees are predominantly based at one location, but may be required from time to time to work at another school within the MAT.

- To ensure that appropriate record keeping is developed and maintained
- To ensure the selection and maintenance of appropriate resources and equipment
- To build on the strengths of individual staff and to lead staff in working together as a team
- To respect and respond to individual's rights and to their family and community backgrounds
- To promote equality of opportunity and inclusive practice.
- To promote reflective practice and to monitor and evaluate the practice and provision in the setting
- To supervise student placements
- To support and motivate staff in establishing consistent, stable relationships with individual children and their homecarers/ families
- To write and present reports as required
- To manage and support the setting's staff, including early years support workers
- To undertake such other duties as may reasonably be required by the Senior Leadership Team.

### **Person Specification**

<b>Qualities</b>	<b>Essential/Desirable</b>
<b>Experience</b>	
At least 5 years Experience working with children of relevant age ( <b>early years</b> ) in a learning environment.	<b>E</b>
Recognising and responding to the needs of children and parents/carers	<b>E</b>
Supporting and extending children's holistic development through a stimulating and challenging environment both inside and out	<b>E</b>
Forming appropriate relationships with children	<b>E</b>
Managing and supporting a small team within an early years setting	<b>E</b>
Working with other professionals and carers/ parents	<b>E</b>
Observing and planning for individual children's development and learning	<b>E</b>
Record keeping and writing reports	<b>E</b>
Managing an early years setting	<b>D</b>
Being a key worker/ key person for individual children and families	<b>D</b>
Supporting staff in personal and professional development, e.g. through staff meetings/ training	<b>D</b>
Monitoring and evaluating provision and practice	<b>D</b>
<b>Qualifications &amp; Training</b>	
Meet Higher Level Teaching Assistant standards or equivalent qualification or experience, recognised Level 3 qualification relevant to early years e.g. NNEB, NVQ 3 in early years care and education, Diploma in Pre School practice	<b>E</b>

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Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths	E
Training in the relevant learning strategies e.g. literacy	D
Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT.	D
First Aid Training	D
<b>Knowledge &amp; Skills</b>	
Can use ICT effectively to support learning	E
Full working knowledge of relevant policies/codes of practice/legislation	E
Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies	D
Good understanding of child development and learning processes in the age range	E
Understanding of statutory frameworks relating to teaching	E
Ability to organise, lead and motivate a team	E
Constantly improve own practice/knowledge through self-evaluation and learning from others	E
Ability to relate well to children and adults	E
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	E

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