**Headington Quarry Foundation Stage School**

**Job Description – Teaching Assistant – Temporary**

**Job Title – Teaching Assistant**

**Salary – Oxfordshire County Council Grade 4 (£18,933 pro rata, £9.81 per hour)**

**Responsible to – Early Years Professional/Class Teacher**

**Job Purpose – To support the learning of children and children with SEND, working on a one-to-one basis at times with specific children**

**Hours – 32.5 hours per week term time only (8.30 a.m. until 3.30 p.m.) Monday to Friday**

**Specific Tasks –**

* Support children’s learning under the direction of the Early Years Professional/Class Teacher
* Support children in adult-led and self-chosen activities and help them develop successful relationships with their peers
* Prepare activities
* Support children with SEND on a one-to-one basis and liaise with other professionals in their development and needs
* Encourage children to meet the nursery’s expectations for behaviour
* Attend review meetings where necessary and to contribute to record-keeping via written observations
* Attend relevant training courses as needed
* Be flexible, enthusiastic and approachable
* Carry out various other duties as required by the Early Years Professional/Class Teacher