

FORT ROYAL COMMUNITY PRIMARY SCHOOL

JOB DESCRIPTION: NURSERY OUTREACH TEACHING ASSISTANT GRADE 3

Conditions of Service: NJC for Local Government Services
Full time, term time only (35 hours)

Point Range: SCP 7-17

JOB PURPOSE

To take responsibility for the commissioned outreach case load offered to mainstream early years settings and work collaboratively with the Early Years Assistant Head teacher and nursery teacher for the development and education of children at Fort Royal Nursery. The working week will be split between spending time organising and delivering outreach, alongside a minimum of two days within the nursery assessment class.

OUTLINE RESPONSIBILITIES AND TASKS

During outreach in mainstream settings

- Organise and manage the outreach case load, with support from the nursery administrator.
- Observe and work with any referred children in a variety of mainstream settings.
- Support a range of mainstream settings with target setting, next steps, strategies and planning to support the referred learner/s within their setting.
- Model best practice for a range of children with SEND within their mainstream setting.
- Liaise closely with a variety of professionals, including speech and language therapists, head teachers, schools SENDCo's, Nursery staff and attend team around the child meetings.
- Feedback and meet with parents to discuss the children's progress and next steps.
- Liaise with the pre-school forum on progress made by referred children.
- Deliver any appropriate training to the mainstream setting's staff.
- Signpost mainstream setting's staff to appropriate resources and support.
- Organise 'in-reach' for mainstream settings to come to Fort Royal nursery.

When working within Fort Royal nursery

In addition to those outlined at Grades 1 and under the direction of the Nursery Teacher or HLTA:

- You will lead the teaching and learning in the nursery in the absence of the teacher and HLTA.
- You will need to cover absences of the teacher or HLTA up to a set threshold which will include weekly PPA and three days per half term without additional payment. (NB this does not include cross groupings or split class activities). Beyond this another one of the grade 4 HLTAs may take over the lead although some longer term arrangements could be made with the lead TA on an acting up basis.
- You will have responsibility for a communal area or curriculum activity (e.g. for hydro pool) this will involve leading a small team of other Teaching Assistants, ordering /making resources, checking for risks etc. This will take place in directed time, although some additional time may be provided for specific tasks.
- You will take responsibility for maintaining and organising nursery equipment and learning materials (including stock control and resourcing / creation).

QUALIFICATIONS REQUIRED (ESSENTIAL)

Minimum of Level 3 or equivalent in Early Years education e.g. NNEB

SUPERVISORY RESPONSIBILITY

To act as line manager for teaching assistants within their class in liaison with the nursery teacher and phase HLTA.

SUPERVISION RECEIVED

Nursery teacher/Phase HLTA/AHT

PRINCIPAL CONTACTS

Pupils, classroom teacher, other professional groups, other teaching assistants.

Appraisals

Annual appraisal involving an evaluation of feedback from nursery teacher and phase HLTA, as well as self-reflection against relevant standards and your capacity to support the school priorities.