



## **JOB DESCRIPTION FOR EYFS LEARNING ASSISTANT**

Responsible to: Senior Leadership; EYFS Lead; Class teacher

Working pattern: 35 hours per week; 7:30 – 15:00 (inc 30 minute lunch)

or: 35 hours per week; 10:30 – 18:00 (inc 30 minute lunch)

### **Main Purpose of the Post**

To work with children in our nursery setting to enable them to access high-quality nursery care and provide wraparound care.

### **Main Duties and Responsibilities**

1. To take joint responsibility for promoting and safeguarding the welfare of children in your care and those you come into contact with.
2. To undertake child protection training at a level commensurate with role.
3. Act as a key person for a group of children providing each child with continuity of care and learning throughout the child's time at the setting, in partnership with their parent/carers:
  - Develop a supportive and secure relationship with each key child.
  - Help each key child to become familiar with and confident in the setting.
  - Look after each key child's care and welfare needs e.g. dressing, assisting with toilet accidents, eating, sleeping, being comforted.
  - To assist with the development of communication skills, motor skills, problem solving, social skills, storytelling.
  - To have knowledge of/be enthusiastic to learn about early childhood development and use these skills to successfully support key children.
  - Build trusted relationships with each key child's parents, ensuring there are regular opportunities to share information on the child's development at home and in the setting.
  - Support each key child's individual learning journey through on-going observations, assessment and planning in partnership with parents/carers and other colleagues.



4. Develop and maintain appropriate positive behaviour strategies with children in line with the schools behaviour policy.
5. To support the class teacher with planning and preparing exceptional learning opportunities, both indoors and outdoors, for the children in early years.
6. To liaise with other staff and partner agencies in order to deliver targeted support to children who have particular welfare, developmental, behavioural or other needs.
7. To comply with and implement the School's Equal Opportunities, Safeguarding, Health and Safety and other policies, and the legislation that underpins those policies.
8. To undertake other duties commensurate to the grade of the post. Work as part of the staff team under the direction of the senior leadership team/class teachers to support teaching provision and pupils' learning.
9. Early shift pattern: provide children with a happy and healthy start to the school day in a welcoming, safe and creative environment and provide a nutritious breakfast.
10. Late shift pattern: provide after school club to children within a safe and welcoming environment with stimulating play and provision of nutritious snacks.

#### **PLEASE NOTE**

This job description is a guide to the general duties and responsibilities of this post, which reasonably may vary from time to time according to the needs of the service. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. It does not form part of the terms and conditions of employment.

All staff at St Michaels Cof E Primary School and Nursery are required to be flexible in their approach to work, with a positive attitude and will be expected to support and cover for colleagues as needed, including undertaking duties commensurate with the scale of the post and duties normally allocated to posts at a lower scale.



## **PERSONAL AND PROFESSIONAL CONDUCT**

1. To adhere to the Code of Conduct and demonstrate integrity and objectivity at all times.
2. To be professional in dress and manner at all times
3. To promote the wellbeing and safeguarding of children.
4. To maintain appropriate relationships and personal boundaries with children and young people.
5. To carry out the responsibilities of the post with due regard to the Equalities Act.
6. To carry out the duties and responsibilities of the post in accordance H&S procedures and relevant H&S Guidance and Legislation.
7. To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
8. To be aware of data protection responsibilities under GDPR. To use tact and discretion when handling, sharing or disposing of any information which could be confidential.
9. To undertake training and professional development as appropriate.
10. To constructively take part in meetings/briefings, appraisals, supervision, conferences and other events designed to improve communication and assist with the effective development of the post and the post holder.
11. To undertake other duties appropriate to the post that may reasonably be required.



## Person Specification

You should demonstrate on your application form how you meet each of the following essential criteria. Please ensure that you address each one of the criteria as this will be used to assess your suitability for the post.

<b>EDUCATION and EXPERIENCE</b>		
<b>E1</b>	Experience of working with 3-5 year olds in a play or education environment	<b>A</b>
<b>E2</b>	An appropriate childcare or playwork qualification (NVQ Level 2/3), or the equivalent in experience	<b>A/I</b>
<b>E3</b>	Educated to English (GCSE A-C) or equivalent or able to pass the school's literacy tests	<b>A/T</b>
<b>E4</b>	Good numeracy and ICT skills	<b>A/T</b>
<b>KNOWLEDGE, SKILLS and ABILITY</b>		
<b>E5</b>	Demonstrate the ability to safeguard and promote the welfare of children, and provide a safe learning environment and recognise when a child is in danger or at risk of abuse.	<b>A/I</b>
<b>E6</b>	Demonstrate the ability to create a stimulating learning environment	<b>A/I</b>
<b>E7</b>	Demonstrate the ability to promote all aspects of children's learning and development, prime and specific areas of learning, through a range of effective strategies	<b>A/I</b>
<b>E8</b>	Knowledge and an understanding of the importance of the child's well-being and ability to meet the physical and emotional needs of young children, including those with additional social, emotional or special education needs.	<b>A/I</b>
<b>E9</b>	Knowledge of how to share information appropriately	<b>A/I</b>
<b>E10</b>	Demonstrate the ability to communicate effectively with staff and to work as part of a team	<b>A/I</b>
<b>D1</b>	Knowledge and understanding of the early years framework and the importance of play in young children's development and learning	<b>A/I</b>
<b>D2</b>	Demonstrate the ability to effectively contribute to and work with the observation, assessment, tracking and planning systems in place.	<b>A/I</b>



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Executive Head: Geraldine Gallagher  
Head of School: Sinead O'Brien

**E = Essential**

**D = Desirable**

**\*Assessed by: A= Application I=  
Interview T= Test**



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Assistant Head: Alexandra Cooper  
Assistant Head: John Coffield

[www.stmichaelsn6.com](http://www.stmichaelsn6.com)