

## JOB DESCRIPTION

**DIRECTORATE:**

**SCHOOL/SERVICE:** Westerhope Primary School

**POST TITLE:** EYFS Learning Support Assistant – Level 3

**EVALUATION**

**GRADE:** N04

**RESPONSIBLE TO:** Designated Manager or Headteacher

**RESPONSIBLE FOR:** N/A

**JOB PURPOSE:** To work in EYFS to provide classroom support duties including curriculum related tasks and small group work in close collaboration with other school staff.

**MAIN DUTIES:** The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

**(a) General**

- 1 Supporting the teacher in the general management of the classroom.
- 2 Undertaking activities, as directed by the teacher, with individuals or small groups of pupils.
- 3 Providing clerical/admin support.
- 4 Supervising groups of pupils alone and participating in general activities including giving sensitive support and intervention in children's play.
- 5 On occasion, supervising the whole-class where the classroom teacher is not available for brief periods during a morning or afternoon session.

**(b) Classroom Organisation**

- 1 Be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
- 2 Assisting in the preparation, maintenance and repair of books, apparatus and equipment, to include cataloguing and stocktaking of all resources.
- 3 Preparing pupils' work for display in the classroom and around the school.
- 4 Demonstrating creativity in assisting with the practical resourcing of the classroom.

**(c) Pupil Support**

- 1 Working with pupils directly on curriculum related tasks under the direction of the teacher.
- 2 Assisting and contributing in the delivery of all aspects of support to pupils including assessment, recording and reporting procedures and maintenance of Individual Education Plans (IEP's) under the guidance of a designated teacher.
- 3 Giving relevant feedback to the teacher regarding the social, emotional and physical needs of pupils thus offering the teacher support in their assessment.
- 4 Assisting with monitoring and evaluating the learning environment provided for the pupils in their care and use this evaluation to help make necessary changes and developments within the classroom.
- 5 Following the school policy documents and schemes of work to keep updated with school and National Curriculum documentation.

**(d) Welfare and other duties**

- 1 Under teacher overall control, accepting shared responsibility for the creation of a safe environment for pupils within and outside the classroom.
- 2 Assisting in the supervision of pupils particularly at break periods and the beginning and end of sessions.
- 3 Providing of general care and welfare by responding appropriately to the social, emotional and physical needs of pupils. This might include attending to sick or injured pupils.
- 4 Administer medication to pupils in accordance with the school's policy and procedures (only where the post holder, in accordance with the LEA guidance, has agreed to be the named volunteer for this task).
- 5 Actively promoting the Council's Equal Opportunities Policy in all aspects of employment and service delivery.

**(e) Child Protection**

The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons they are responsible for, or come into contact with.