



Job Description: EYFS Learning Support Assistant

Role Overview

- **Salary:** Grade 2, SCP 3-5 (£19,895 actual salary).
- **Hours:** Monday to Friday, 08:30–15:30 (Term Time Only).
- **Contract:** Permanent
- **Location:** Heygreen Primary School (Early Years Department).

Core Purpose

- To support the Early Years team in providing a high standard of education and care for all children.
- To improve the life chances of pupils and their families by ensuring every child reaches their full potential.
- To facilitate learning through both structured activities and continuous provision.
- **Safeguarding:** To promote the welfare of children and ensure they are kept safe from harm at all times, adhering to all school and statutory safeguarding policies.

Key Responsibilities

- **Key Person Role:** Act as the designated Key Person for a specific group of children, building strong, supportive relationships with them and their families while remaining alert to any changes in a child's well-being or behavior.
- **Curriculum Delivery:** Support the implementation of the Early Years Foundation Stage (EYFS) statutory framework.
- **Learning Support:** Think and act creatively to ensure learning is engaging, successful, and fun for children of all backgrounds and abilities.
- **Classroom Environment:** Assist in the set-up and management of continuous provision to encourage independent exploration and learning, ensuring the environment remains safe and risk-assessed.
- **Academic Standards:** Utilise strong English and Maths skills to support pupils' foundational development in these core areas.
- **Collaboration:** Work effectively with teachers, Trust colleagues, and the **Designated Safeguarding Lead (DSL)** to ensure a consistent and safe educational experience.
- **Safeguarding & Welfare:** * Identify and report any signs of abuse or neglect immediately in line with the school's safeguarding policy.
 - Maintain accurate and confidential records regarding children's welfare.

- Ensure the physical safety of children during all activities, including personal care and outdoor play.
- **Expectations:** Maintain high standards for yourself and the pupils, remaining resilient and enthusiastic in the classroom environment.

Person Specification

Qualifications and Experience

- **Essential:** A relevant EYFS qualification as per the regulations set out in the EYFS Statutory Framework.
- **Essential:** Proven experience or a deep understanding of working within an Early Years setting.
- **Desirable:** Experience working within a Multi-Academy Trust or a Church of England primary school.

Knowledge and Skills

- **Framework Knowledge:** Excellent working knowledge of the Early Years Foundation Stage (EYFS) curriculum.
- **Continuous Provision:** A clear understanding of the role continuous provision plays in child development.
- **Core Skills:** High standards of literacy (English) and numeracy (Maths).
- **Creativity:** Ability to design and adapt activities to make learning motivated and successful.

Personal Attributes

- **Resilience:** A positive, enthusiastic approach to education and the ability to handle the fast-paced nature of EYFS.
- **Inclusivity:** A firm belief that every child can achieve, regardless of their background or starting point.
- **Professionalism:** High expectations of self and a commitment to collaborative working.

Safeguarding and Equality Statement

- **Safeguarding Commitment:** Rainbow Education Multi-Academy Trust is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment.

- **Pre-employment Checks:** This post is subject to all the relevant pre-employment checks set out in 'Keeping Children Safe in Education', including an enhanced DBS certificate with a barred-list check and online search.
- **Equality of Opportunity:** Heygreen Primary School and the Trust are committed to equality of opportunity for all. We celebrate the diversity of our community and welcome applications from all backgrounds, regardless of race, religion, gender identity, sexual orientation, disability, or age.
- **Inclusive Recruitment:** We are dedicated to ensuring that our recruitment processes are fair and transparent. If you require any reasonable adjustments to be made during the application or interview process, please contact the school office.