



## **Early Years Learning Support Assistant**

### **Job Description and Person Specification**

**Salary Grade:** 2

**SCP:** 3 to 5

**Post:** Early Years LSA

**Responsible to:** Early Years Leader/ Head of Early Years/ Headteacher

#### **Duties:**

- To be a Key Person EYFS setting.
- To work under the direction of the Early Years Leadership.
- To be responsible for any tasks delegated by the Early Years Leader , Head of Early Years or Headteacher

#### **Supporting Teaching and Learning**

1. Work under the direction of the Leadership team to deliver the Early Years statutory Framework (2017).
2. Develop a positive and supportive relationship with all children in Early Years.
3. Excellent communication with parents and other visitors and professionals such as speech therapists and occupational therapists, as necessary and with confidence.
4. Liaising with the Leadership team (Early Years Lead and Head of Early Years and Headteacher) and attend all phase/staff meetings and CPD as appropriate.
5. Be aware of the statutory requirements detailed in the Statutory Framework for EYFS (2017)- Early Years Outcomes and Characteristics of Effective Learning, as well as safeguarding requirements.
6. Be aware of other statutory guidance, including that for two year olds.
7. Be aware of the differing needs of children and be able to support them accordingly.
8. Supervise and plan for small groups of children, ensuring their safety and access to learning activities.
9. Maintaining children's records including learning journeys, progress checks and transition plans.
10. To support the children's emotional or behavioural needs and help develop their social skills.
11. To record children's achievements and progress.
12. To develop links with the Children's Centre.
13. To be a Key Person to children in the setting.
14. Undertake certain domestic duties within Pre Nursery, i.e, preparation of snacks, cleansing of equipment.
15. Work alongside the Early Years Leader and staff team to ensure that the school vision is fulfilled.

\*Undertake other duties as may be requested from time to time by the leadership team.

#### **Administrative duties**

1. Prepare resources and present displays of children's work.



2. Keep paperwork linked to statutory welfare requirements up to date.
3. Support parents with completing parents welcome packs and setting in sessions.
4. Undertake other duties from time to time, as the head teacher requires.

#### **Standards and quality assurance**

1. Support the aims and ethos of the school.
2. Set a good example in terms of dress, punctuality and attendance
3. To maintain confidentiality.
4. Attend team and staff meetings.
5. Undertake professional duties that may be reasonably assigned by the head teacher e.g. Additional training or cover duties.
6. Be proactive in matters relating to health, safety and hygiene.
7. Be committed to safeguarding.

#### **Qualities and Experience Required:**

- Level 2 qualification as approved by DfE guidelines  
<https://www.gov.uk/guidance/early-years-qualifications-finder#overview>



## Early Years Learning Support Assistant

### Person Specification

Skill	Essential	Desirable
Level 2 qualification or equivalent recognised and by approved by DfE guidelines <a href="https://www.gov.uk/guidance/early-years-qualifications-finder#overview">https://www.gov.uk/guidance/early-years-qualifications-finder#overview</a>	✓	
Good numeracy and literacy skills- including spoken language (preferably Grade C+ or 4 and above in English and Maths)	✓	
Experience of supporting pupils with SEND		✓
Ability to use Digital Media effectively		✓
First Aid qualification		✓
Food Hygiene Certificate		✓
Good understanding of school policies and procedures (relating to health and safety, equal opportunities and child protection/safeguarding)	✓	
Good understanding of EYFS practice	✓	
Good understanding of child development and learning	✓	
Experience in an Early Years setting	✓	
Experience of completing 2 year old checks		✓
Experience of implementing Phonics		✓
Good personal organisation, e.g. time management	✓	
Experience of gathering evidence of children's learning experiences		✓
Experience of using assessment to plan next steps for children's development.		✓
Confidence, warmth, sensitivity, reliability and enthusiasm	✓	
Keen to extend own skills and develop professionally		✓
Ability to work independently and as part of a team	✓	



Ability to show initiative in a range of situations	✓	
Ability to interact positively with pupils, parents and colleagues	✓	