



Job Description: EYFS Learning Support Assistant

School: Heygreen Primary School

Contract: Permanent, Term Time Only

Start Date: September 2025

Hours: Monday–Friday, 08:30–15:30

Salary: Grade 2, SCP 3–5

Responsible to: Headteacher

Main Purpose of Role

To work under the direction of the class teacher and EYFS team to support high-quality teaching and learning in the Early Years Foundation Stage, helping children to make excellent progress and ensuring their safety, development and wellbeing.

Main Duties and Responsibilities

- Support children's learning and development in line with the EYFS statutory framework
- Act as a **key person** to a group of children and liaise with their families
- Deliver planned interventions in communication, phonics, early maths, and personal development
- Observe and record children's progress to inform assessment and planning
- Assist with the preparation of engaging learning environments and resources
- Promote positive behaviour and help maintain a safe, inclusive setting
- Supervise and support children during indoor and outdoor learning
- Support pupils with additional needs under the guidance of the teacher/SENDCo



- Work collaboratively with staff across the EYFS team and wider school
 - Attend staff meetings and participate in CPD and training as required
 - Ensure safeguarding policies and procedures are followed at all times
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Person Specification: EYFS Learning Support Assistant

Essential Criteria

- Relevant **EYFS qualification** (as defined by the EYFS statutory framework)
- Good knowledge and understanding of the **Early Years Foundation Stage** curriculum
- Understanding of **continuous provision** and its role in early childhood education
- Experience of working or volunteering in an EYFS setting
- Ability to develop strong relationships with children and their families
- High expectations for children's behaviour, wellbeing and achievement
- Strengths in **English and maths** to support early literacy and numeracy
- Positive, resilient and enthusiastic attitude towards supporting children's learning
- Ability to work flexibly and as part of a team
- Commitment to safeguarding, equality, and inclusion

**Desirable Criteria**

- Paediatric First Aid qualification
 - Experience supporting children with SEND and/or EAL
 - Familiarity with observational assessment
 - Knowledge of EYFS inspection frameworks
 - Experience using phonics programmes (e.g. Read Write Inc, Letters and Sounds)
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