

Role Description

EYFS Teaching and Learning Support Assistant

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| NJC Pay Range | Band D |
| Responsible To: | The Principal |

Main Purpose of the Post

- Support the planning and delivery of age-appropriate learning and play activities for individuals and small groups of children, under the direction and supervision of the class teacher, to promote engagement and participation in the Early Years Foundation Stage (EYFS).
- Provide one-to-one support for a child with an Education, Health and Care Plan (EHCP), enabling them to access and engage with activities that meet their individual learning and developmental needs.
- Work closely with the class teacher to support high-quality learning experiences, fostering children's communication, social, emotional and physical development.
- Assist with daily care routines, including toileting, nappy changing, mealtimes and personal hygiene, ensuring children's health, comfort and wellbeing are prioritised at all times.
- Promote positive behaviour and support the Academy's policies to ensure a safe, nurturing and inclusive environment for all children.

Key Areas of Responsibility

- Build positive relationships with children, acting as a caring role model and responding to individual needs.
- Work with all staff to create and maintain a safe, stimulating and nurturing learning environment.
- To use specialist (curricular/learning) skills/training/experience to support children
- To prepare and tidy the classroom and resources for daily activities, and assist with displays of children's work, working within a team.
- Support children's personal care needs, including hygiene, toileting, mealtimes, first aid and overall wellbeing.
- To support the movement and handling of students with disabilities around the Early Years Centre.
- Provide one-to-one and small group support, including delivery of planned learning and play activities. To participate in the delivery of specific interventions to small groups of targeted students.
- Supervise and support children to ensure their safety, engagement and access to learning both indoors and outdoors.
- Promote positive behaviour and social skills in line with Academy policies.
- Observe, record and report on children's progress, achievements and any concerns to the class teacher.
- Prepare and maintain resources and equipment as required.
- Work in partnership with both the team, parents and carers, sharing information as directed.
- Take part in training, staff meetings and performance development as required.

Other Considerations Relevant to the Role

- To work from an identified MLT Office location.
- The post requires working with flexibility, travelling to and from Academies and other locations as directed, for which the postholder must ensure they have the appropriate business insurance.

The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of

responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal.

Role Description

Supplementary Information

NJC Pay Range

Band D

Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents/carers, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

Securing Policies and Compliance

- To apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated workplace policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To provide reports and updates to Leaders in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

Other Considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any other duties and reasonable requests that are in keeping within the requirements of this post.

This supplementary information forms part of the role description and should be used alongside the role specific information.

Maltby Learning Trust is committed to safeguarding and the welfare of children and expect all staff to share this commitment. An enhanced DBS Disclosure is required for all staff.