



Dundonald Primary School

Job Description: EYFS Teaching, Learning & Lunchtime Assistant

Salary Scale: ME4, point 3-4, £26,238 - £26,634 FTE at prevailing rates

Hours: 32.5 hours per week

Weeks: Term Time only (occasional inset days may be required)

The duties and responsibilities of the EYFS Teaching, Learning and Lunchtime Assistant are as follows:

1. To be involved with the class teacher in the development and delivery of the curriculum.
2. To be actively involved in the assessment of the children in order to provide effectively for their individual needs and to assist in record keeping in consultation with the teacher.
3. To work with individuals (including those with special needs) or small groups of children under the direction of the class teacher.
4. To carry out some classroom activities under own initiative.
5. To encourage independence, self-help skills and good standards of personal hygiene in the children through social training and example.
6. To accompany small groups and whole classes on out of school projects e.g. visits to the local shops etc.
7. To participate in the development of home-school partnership.
8. To liaise with agencies when required and to contribute to reports as necessary.
9. To liaise with the SENCO and Class Teacher.
10. To attend pupil reviews where appropriate.
11. To participate in Teaching and Learning Assistant meetings.
12. To voluntarily attend other meetings where appropriate.
13. To undertake any other duties which may be reasonably required by the Class Teacher, Deputy Headteacher or Headteacher.



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14. To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
15. To recognise own strengths and areas of expertise and use these to advise and support others.
16. To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
17. To implement instructions from the Deputy/ Headteacher regarding the supervision of children throughout the lunchtime, having regard for school policies on behaviour
18. To develop and support children; initiating games, supervising the dining hall, playground, MUSA, Dundonald Recreation Ground etc and encouraging healthy behaviour, play and social interaction.
19. To manoeuvre and set up the lunch tables in the school hall on a rota basis, clearing up any spillages, handling illness etc to ensure eating area is in a tidy condition.
20. To ensure the safety of children during the lunchtime break
21. Reporting any incidents of fighting, bullying, racial or personal abuse involving children and dealing with minor accidents, noting in Accident Book. Report serious incidents to the Headteacher or Deputy Headteacher as soon as possible
22. To provide any necessary assistance to children when eating their lunch.
23. To support, uphold and contribute to the development of the school's equal opportunities policy and practices in respect of both employment issues and the delivery of services to the community.
24. From time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description. Teaching, Learning and Lunchtime Assistants are encouraged to bring their individual talents e.g. art, music, drama etc. to the role.



Person Specification: EYFS Teaching, Learning & Lunchtime Assistant

| CRITERIA | QUALITIES |
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| Qualifications and training | <ul style="list-style-type: none">● GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths● NVQ Level 3 Teaching Assistant or equivalent● First-aid training, or willingness to complete it |
| Experience | <ul style="list-style-type: none">● Experience working in a school environment or other educational setting● Experience working with children / young people● Experience planning and delivering learning activities |
| Skills and knowledge | <ul style="list-style-type: none">● Good literacy and numeracy skills● Good organisational skills● Ability to build effective working relationships with pupils and adults● Skills and expertise in understanding the needs of all pupils● Knowledge of how to help adapt and deliver support to meet individual needs● Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils● Excellent verbal communication skills● Active listening skills● The ability to remain calm in stressful situations● Knowledge of guidance and requirements around safeguarding children● Good ICT skills, particularly using ICT to support learning● Understanding of roles and responsibilities within the classroom and whole school context |



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| Personal qualities | <ul style="list-style-type: none">● Enjoyment of working with children● Sensitivity and understanding, to help build good relationships with pupils● A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school● Commitment to maintaining confidentiality at all times● Commitment to safeguarding pupil's wellbeing and equality● Resilient, positive, forward looking and enthusiastic about making a difference● Capacity to inspire, motivate and challenge children and young people |
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