

**ALDERSBROOK PRIMARY SCHOOL – EARLY YEARS FOUNDATION STAGE**  
**JOB DESCRIPTION – HLTA/NNEB for EYFS**  
**September 2022**

**PURPOSE OF THE POST**

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. Planning, preparing and delivering learning activities for individuals, groups or whole class, monitoring pupils and assessing, recording and reporting on progress and development. To work alongside the Class Teacher in the preparation and presentation of Montessori materials to support the curriculum and ethos of the EYFS.

Responsible for the management and development of the outdoor learning environment, including the organisation, planning and preparation of the outdoor learning environment. Supervision and direction of support staff and students within this area.

**GRADE** LBR6

**HOURS** 36 hours per week, 45.25 weeks per year

**MAIN DUTIES AND RESPONSIBILITIES**

- Participating in curriculum planning and evaluation, contributing own thoughts and ideas to termly, weekly, daily plans and Personal Learning Plans (PLP's) and Individual Education Plans (IEP's).
- Preparation of the learning environment inside and outside, assisting in the organisation of the room arrangement and resources. Valuing and displaying children's work.
- Taking responsibility for a small group of children for varying types of activity, under the direction of the Teacher.
- Taking responsibility for the whole class or group of children for short periods of time, for example PPA cover for the class teacher.
- Deliver the Montessori Philosophy
- Supporting children who are identified as having Special Educational Needs (SEN) or English as an additional language (EAL), by organising the implementation of IEP's set by other professionals.
- Accompanying children on outside activities (eg the nearby forest, park, library or bus trip)
- Encouraging the children's development, fostering independence, self-reliance, initiative and problem solving skills.
- Observing children's activities and contributing to their written records and ipad observations.
- Deliver local and national learning strategies e.g. the ECAT initiative and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Contribute to the overall ethos and aims of the school
- Working in a non-discriminatory way, being aware of differences and ensuring all pupils have equal access to opportunities to learn, develop and reach their full potential.
- Maintaining respectful and genuine interaction with children using warm and responsive communication strategies, which are appropriate to the children's needs.
- Being supportive and welcoming to parents, recognising the expert knowledge they have of their children and encourage and value their involvement.
- Attending the needs of sick or injured children, applying First Aid as necessary, recording incidents and attending to children who are unwell until they are collected.
- Assisting with support for children who are identified as having special requirements (including those with complex needs), by assisting with performance of clinical procedures which may be undertaken by non-health qualified staff e.g. administering prescribed medicines, catheter care, tracheostomy care etc.
- Assisting children with dressing and undressing, fostering their independence in this respect throughout

the day, arrivals, departures etc.

- Supervising children during snack times
- Liaising with other health professionals such as SALT, where necessary.
- Moving and handling children where necessary, following procedures and Health & Safety guidelines.
- Assisting individual children with their mobility and independence training, including the use of their equipment, with advice and information passed on from other professionals e.g. Occupational Therapist, Physiotherapist etc.
- Any other duties consistent with the purpose and grade of the post.

#### **KEYWORKER RESPONSIBILITIES**

- Oversee the introduction and settling in process for children and families into the school, including attending Home Visits with the class Teacher for all new Nursery children, or other children where it is deemed appropriate to do so, giving information on school policies.
- Taking responsibility in planning, tracking and evaluating.
- Setting individual targets on the agreed Personal Learning Plan formats and monitoring progress.
- Carrying out a full record keeping programme for each child according to school policy.
- Participating in the writing of reports at the end of the year for individual key children with the support of the Class Teacher.
- Being the first contact for key parents.
- Setting targets and reviewing PLP's and IEP's in collaboration with the school SENCO.
- Initiating and implementing PLP's and IEP's through regular liaison with Teaching Assistants, according to school policy.
- Liaising with outside agencies, e.g Speech Therapists.
- Registration of the children and assisting them with their self-registration.
- Liaising with other professionals involved in the child's welfare (speech therapist, health visitor, support teacher etc.)
- Supporting and including children with SEN and to attend case conferences if required by the school and reviews on own or with the Teacher as is appropriate to each individual child.

#### **GENERAL**

- Attend and participate in relevant meetings, inset days, training and other learning activities and performance development as required, giving particular input and guidance relating to the outdoor learning environment in the EYFS
- Take responsibility for the mentoring, induction, appraisal and supervision of all NVQ students studying Childcare on a full term placement. (HLTA only)
- Be aware of and comply with policies and procedures relating to safeguarding, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of, and a commitment to equal opportunities and diversity, and to set standards of customer care.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. This job description does not form part of the post holder's contract of employment.