

School/College: Greenfield Primary School
Job Title: Early Years Assistant (Unqualified)
Grade: 4 (pp 5-6)

Where the post-holder has minimal experience and no relevant qualifications, they will be appointed to the post at grade 4, with the expectation that grade 5 will be awarded once they have demonstrated, either through performance management or by achievement of a relevant level 2 qualification, that they are fully competent to perform the role in accordance with the level 2 National Occupational Standards in Supporting Teaching and Learning (STL).

However, progression to Grade 5 must be fast tracked if a Trainee LSA achieves NVQ STL level 2 or equivalent.

Post Number:

Responsible To: Head teacher

**Key Relationships/
Liaison with:** Teachers, Classroom support staff, SENCo

Job Purpose:

An Early Years Assistant will work under the direct supervision of an Early Years teacher(s) to provide support for teaching and learning and associated activities in accordance with school policies and procedures. This may include providing general support for small group learning activities, or supporting individuals or small groups of pupils.

Occupational Standards: Grade 4: Working towards Supporting Teaching and Learning (STL) Level 2.

MAIN DUTIES AND RESPONSIBILITIES:

1. To provide agreed support to the teacher in the delivery of curriculum frameworks for early education and planned learning activities.
2. To work under the direct supervision of a teacher to carry out planned learning activities with small groups or individual pupils, providing feedback on their engagement in activities and their achievement of the desired developmental matters.
3. To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
4. To observe and feed back to the teacher on pupil performance and development, using assessment strategies to improve learning.
5. To support the physical, intellectual, emotional and social development of pupils, including contributing ideas and suggestions to support planning, to meet their development needs.
6. To interact with and respond positively to young children and adults.
7. To ensure excellent communication with parents/carers and support the partnership between the school/pre-school and parents/carers.

8. To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
9. To support the physical, intellectual, emotional and social development of pupils, facilitating children's learning and development.
10. To prepare and utilise ICT resources to support pupils learning.
11. To prepare and support the use of learning materials and create visual displays, in accordance with the requirements of the teacher, in order to facilitate a relevant physical learning environment.
12. To provide care and encouragement to children with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents/carers/other professionals as appropriate.
13. To contribute to the provision of support for bilingual/multilingual pupils if required.
14. To escort and supervise pupils on educational visits and out of school/pre-school activities, ensuring their health, safety and well-being.
15. To provide toileting support to pupils as necessary.
16. To support, as appropriate, in instances where pupils are unwell whilst at the school/pre-school.

SPECIAL FACTORS:

(Please delete/add where appropriate)

Subject to the duration of the need, the special conditions given below apply:

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (b) Expenses will be paid in accordance with the Local Conditions of Service.
- (c) This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service (DBS) regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.

Person Specification

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Job Title: Early Years Assistant (unqualified)

Grade: 4

Post Number:

	Essential	Desirable	How assessed
<p><u>Qualifications</u></p> <ul style="list-style-type: none"> NVQ 2 in Supporting Teaching and Learning, or equivalent Level 2 qualifications in maths/numeracy and English/literacy 		✓	App/Doc App/Doc
<p><u>Experience</u></p> <ul style="list-style-type: none"> Experience of supporting teaching and learning in a formal setting Experience of supporting teaching and learning in an Early Years Foundation Stage (EYFS) setting 		✓ ✓	App/Int/ Ref
<p><u>Knowledge</u></p> <ul style="list-style-type: none"> Knowledge of child protection and health and safety procedures. 	✓		App/Int/ Ref
<p><u>Skills/Attributes</u></p> <ul style="list-style-type: none"> Ability and willingness to undertake professional development. Good interpersonal skills. Empathy with children and young people. Ability to work effectively as part of a team. 	✓ ✓ ✓ ✓		App/Int Int/Ref Int/Ref Int/Ref
<p><u>General Circumstances</u></p> <ul style="list-style-type: none"> Attendance - evidence of regular attendance at work. An understanding of, and commitment 	✓ ✓		App/Ref/ Med App/Int

	Essential	Desirable	How assessed
to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.			
<u>Factors not already covered</u> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)