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### *General Information*

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Responsible to: Head teacher, Senior Leaders, Early Years Lead Staff

To work under the direct instruction of teaching/senior staff, in the and out of the Foundation Stage, with the teacher, to provide learning opportunities for children. This job description is not an exhaustive list of duties and may be amended at any time, according to the changing priorities of the school as identified within the schools strategic improvement plan and in consultation with the post holder.

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### *Major Responsibilities*

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To work under direct supervision/instruction to support learning by:

- Attending to the welfare and personal care of pupils including those with special educational needs
- Observing, assessing and planning learning opportunities alongside the EYFS staff
- Support pupils of all abilities

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### *Professional Duties*

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#### *Support the Teacher*

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- Preparing the learning environment as directed for activities and clearing afterwards
- Assisting with the display of pupils' learning
- Recording observations of pupils' learning
- Understanding pupils' learning needs
- Liaising with parents and other professionals as required

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#### *Support Children and Learning*

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- Engaging children in learning activities both inside and outside
- Attending to the pupils personal needs, and implementing related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Establishing good relationships with children, acting as a role model and being aware of and responding appropriately to individual needs
- Promoting the inclusion and acceptance of all pupils
- Encouraging pupils to interact with others and to engage in play activities
- Accompany teaching staff and children on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher or senior staff

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#### *Support the School*

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- Understanding and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos and aims of the school
- Appreciating and supporting the role of other professionals, attending relevant meetings as required
- Participating in training and other learning activities and performance development as required
- Assisting with the supervision of pupils out of lesson times
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required

# Beaford Community Primary & Nursery School

## Person Specification – Early Years Assistant Grade B



Attribute	Essential	Desirable	Method of Assessment
Experience	<ul style="list-style-type: none"> <li>• Experience of working with children of relevant age in a early learning environment.</li> <li>• Experience of the EYFS curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment.</li> <li>• Experience of working as part of a team.</li> <li>• Experience of working with other agencies/professionals</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> </ul>
Practical Skills	<ul style="list-style-type: none"> <li>• Ability to relate well to children and adults including other professionals, carers and parents.</li> <li>• Ability to demonstrate and promote good practice in line with the ethos of the school indoors and outdoors.</li> <li>• Firm commitment to protecting and safeguarding children at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• Consistent approach with children and parents.</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• References</li> <li>• Practical Task/Assessment</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Have sufficient understanding and use of English to ensure the well-being of children in their care</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to promote and market the service to the wider community.</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Work constructively as part of a team.</li> <li>• Understand nursery and foundation stage unit roles and responsibilities and your own position in them.</li> <li>• Calm, consistent approach and ability to be warm, welcoming, personable and empathetic.</li> <li>• Able to maintain confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of relevant policies and codes of practice and awareness of relevant legislation.</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• References</li> </ul>
Technology / IT Skills	<ul style="list-style-type: none"> <li>• Ability to use other technology to support learning such as video, computer and photocopier.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to effectively use ICT to support learning</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul>
Education and Training	<ul style="list-style-type: none"> <li>• Willingness to participate in other development and training opportunities as needed</li> <li>• Commitment to lifelong learning with emphasis on literacy and numeracy skills.</li> <li>• A full and relevant level 2 qualification or above</li> <li>• Safeguarding awareness or the ability to work towards</li> </ul>	<ul style="list-style-type: none"> <li>• Numeracy/literacy skills (at least equivalent to level 2 of the National Qualifications Framework)</li> <li>• Paediatric First Aid</li> <li>• Manual Handling</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> </ul>
Equal Opportunities	<ul style="list-style-type: none"> <li>◦ Devon County Council and its staff seek to eliminate discrimination, advance equality and foster good relations.</li> </ul>		<ul style="list-style-type: none"> <li>◦ Demonstrate knowledge at Interview</li> </ul>
Physical	<ul style="list-style-type: none"> <li>◦ Able to carry out the duties of the post with reasonable adjustments where necessary.</li> </ul>		<ul style="list-style-type: none"> <li>◦ OH1</li> </ul>