

School/College:	Inspiring Primaries Academy Trust
Job Title:	EYFS Learning Partner
Grade:	6
Initial location:	St Margaret's Primary School, Stoke Golding
Responsible To:	EYFS Lead / Headteacher / Head of School
Key Relationships/ Liaison with:	Teachers, Parents
Job Purpose:	As part of the Inclusive Learning Team, to work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum (Curriculum Learning Partner), age range (EYFS Learning Partner) or additional needs.(Inclusive Learning Partner)
Occupational Standards:	Supporting Teaching and Learning (STL) Level 3

MAIN DUTIES AND RESPONSIBILITIES RELATING TO EYFS ACTIVITIES include but are not limited to:

- Devise and engage in the delivery of play care and learning activities. Takes responsibility for managing the provision of play, care and learning.
- Ensure standards are met at all times and assist in the development and regular review of policies and procedures to be followed.
- Ensure that children have access to appropriate activities to support their physical, emotional, social and intellectual development.
- Assist in the development and maintenance of appropriate planning, observation and assessment procedures.
- Assess needs of children including emotional, developmental and social. Produce individual development plans including for SEN children.

OTHER DUTIES & RESPONSIBILITIES ASSOCIATED WITH THE POST include but are not limited to:

- Establish and maintain relationships with families, carers and other adults, e.g. speech therapists.
- Develop positive working relationships with colleagues & to work effectively as a member of the school & Trust staff team.
- Provide short term cover supervision of classes.
- Supervise the work of other support staff/trainees.
- Be responsible for the preparation, maintenance and control of stocks of materials and resources.
- Invigilate exams and tests.
- Escort and supervise pupils on educational and out of school activities.
- Guide and support pupils in their personal, emotional and social development.

- Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas.
- Assist pupils with eating, dressing and hygiene (including toileting), as required, whilst encouraging independence. *
- To help prepare, monitor & maintain a safe & secure learning environment for pupils & staff.
- To prepare and utilise ICT resources to support pupils' learning.
- To support, as appropriate, in instances where pupils are unwell whilst at the school.*

** These duties only to be included after appropriate risk assessment and training have been undertaken.*

SPECIAL FACTORS:

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

The postholder may be required to be deployed in any phase within school, including EYFS and Alternative Provisions without prior notice of change of deployment to allow sickness absences and planned absences to be accounted for.

- The postholder may be required, with four weeks notice of change of deployment, to work in an alternative school across the Trust for a period of time determined by the needs of the children in that school. For the period of redeployment, the new school will be considered the place of work for the postholder.
- The postholder will be required to attend, from time to time, additional training courses, apprenticeships, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- Expenses will be paid in accordance with the Local Conditions of Service.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. **Therefore, an enhanced DBS check (without a barred list check) is an essential requirement.**

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.

Inspiring Primaries Academy Trust 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 Equality Act 2010 to accommodate a suitable disabled candidate.

School/College: Inspiring Primaries Academy Trust

Job Title: EYFS Learning Partner

Grade 6

Person Specification – EYFS Teaching Assistant			
	Essential	Desirable	How assessed
<p><u>Qualifications</u></p> <ul style="list-style-type: none"> NVQ 2 in Supporting Teaching and Learning, or equivalent <p>OR</p> <p>Able to demonstrate the ability to meet the STL Level 2 National Occupational Standards relevant to this post.</p> <ul style="list-style-type: none"> 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 Previous experience in an early years setting 	✓		App/Int/ Ref
		✓	App/Int/ Ref
<p><u>Knowledge</u></p> <ul style="list-style-type: none"> Knowledge of child protection and health and safety procedures. Knowledge and understanding of recent developments in the Early Years 	✓		App/Int/ Ref
	✓		App/Int/ Ref
<p><u>Skills/Attributes</u></p> <ul style="list-style-type: none"> Ability and willingness to undertake professional development. Exceptional 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"> An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. 	✓		App/Ref/ Med
			App/Int
<p><u>Factors not already covered</u></p> <p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.</p>	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

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