



Great Horwood Church of England School
APPRENTICE EARLY YEARS LEARNING SUPPORT ASSISTANT



Job Title: Apprentice Learning Support Assistant – Key Worker

Apprenticeship Course Available: Level 3 Early Years Educator with SEND

Hours of Work: Part Time, Term Time plus inset days (39 weeks) 18-month fixed term contract
 31.25 hours a week, Monday to Friday 8:30am to 3:15pm as follows

- 8:30am-12pm in class
- 12pm-12:30pm unpaid lunch
- 12:30pm-1.30pm paid study time (to take place on site)
- 1.30pm-3:15pm in class

Responsible to: EYFS teacher and Headteacher

Grade: Apprenticeship salary is offered for this role. Please see the [government website](#) for further details.
 The actual salary for the position will be between £8,820 and £15,765 per annum.

Job Purpose	<ul style="list-style-type: none"> • To work under the direction and guidance of the Class Teacher. • The role is to support nursery and reception pupils, including pupil premium and SEND children and others within the classroom. • To enable all pupils in the EYFS setting to access learning and to assist the teacher in the management of pupils and the classroom. • Work may be carried out inside or outside the classroom or in a small group withdrawal space.
Key Duties and Responsibilities	<p>APPRENTICESHIP</p> <ul style="list-style-type: none"> • Secured paid study time each day away from the classroom (to be taken on site) • On site mentor to support you through your studies • Additional study time will be allocated in consultation with your mentor • Fully funded level 3 apprenticeship <p>SUPPORT FOR PUPILS</p> <ul style="list-style-type: none"> • Attend to the pupils’ personal needs, and implement personal programmes directed by line managers to include social, health, physical, hygiene and welfare matters. (This may include intimate care for Nursery and Reception children) • Provide support for pupils, including those with special needs, ensuring their safety and access to learning activities. • Follow Individual pupil profiles, behaviour management plans and personal care programmes. • Establish constructive relationships with pupils and interact with them according to individual needs. • Promote the inclusion and acceptance of all pupils.

- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils on progress and achievement under the teacher's guidance.

SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly, and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies (in liaison with the teacher, senior leadership team and SENDCo) to support pupils to achieve learning goals.
- Monitor pupils' responses to learning activities and accurately record achievement and/or progress as directed.
- Provide regular feedback to teachers on pupils' achievement, progress, problems etc.
- Undertake pupil record keeping as requested.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Provide clerical/admin. support e.g., photocopying, typing, filing, money, administer coursework etc.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g., literacy, numeracy, early years, recording achievement, progress, and feed back to the teacher/ Head and SENDCo
- Support the use of information technology in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain, and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

CONTEXT

- Be supportive of the school's Christian ethos and culture demonstrating an understanding of the school's vision and values.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupils' supervision outside of lesson times, including at breaktime and lunchtime when appropriate.

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| | <ul style="list-style-type: none">• Accompany teaching staff and pupils on visits, trips and out-of-school activities as required and take responsibility for a group under the teacher's supervision. |
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