

Job Description

EYFS Teaching and Learning Support Worker



This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	EYFS Teaching and Learning Support Worker	Post No	
School	Yorkswood Primary School		
Salary Band/Range	Band C		
Responsible to	Class Teacher and SLT		
Location	Early Years		
DBS Check	Enhanced with barred list		
Special Conditions			

1. Job Purpose

To support the class teacher in providing and promoting an environment suitable for the development of children in the Early Years setting. Ensuring that the lunchtime provision for pupils runs smoothly.

2. Key Responsibilities

2.1 Main Duties

- To assist the teacher with learning activities generally in the classroom.
- To carry out appropriate activities as planned within the classroom or with groups of pupils including administration of baseline tests.
- To display and present children's work.
- To hear children read
- To support children to be independent by helping them with tasks
- To prepare and organise teaching resources including the checking and maintaining of classroom equipment and materials including control of stock within the classroom.
- To prepare resources for lessons and activities.
- To assist the teacher in liaising with parents and professionals such as speech therapists.
- To assist children with personal hygiene routines.
- To deal with minor accidents and administer first aid.
- To play an active role in lunchtime supervision of children, helping them with their meals, ensuring they are active, engaged and safe at lunchtime.
- Dealing with minor first aid treatment (training can be provided).

2.2 People

The job involves no direct responsibility for the supervision, co-ordination or training of other staff in the school.

2.3	Safeguarding	
		The school is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
2.4	Financial	
		The job involves minimal direct responsibility for financial resources, e.g. class collections
2.5	Buildings & Equipment	
		To ensure safe and proper use of equipment.
2.6	Health & Safety	
		The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.
2.7	Policies & Procedures	
		The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
3. Other Conditions		
3.1	Mobility	
		Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.
3.2	Equal Opportunities	
		School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
3.3	Variations to Job Descriptions	
		Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.
3.4	Training and Development	
		The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
3.6	Core Qualities & Leadership Framework	
		The school expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

Compiled/Reviewed by:	Yorkswood Primary School
Date:	February 2024