



Elmgrove Primary School and Nursery

Reception Class Teaching Assistant (EYFS)

Responsible to:

- Headteacher, Deputy Headteacher, Assistant Headteacher, EYFS Leader, Class Teacher.

Main Aims

- To work as a valued member of the Reception team, supporting the Class Teacher in delivering high-quality teaching and learning in line with the Early Years Foundation Stage (EYFS) Framework.
- To provide a safe, inclusive, nurturing and stimulating learning environment that enables every child to achieve their full potential.
- To support children's educational, physical, emotional, social and moral development through high-quality interactions and play-based learning.
- To promote children's independence, confidence, resilience and positive attitudes towards learning.
- To support the preparation, delivery and assessment of learning experiences that meet the needs of all children.
- To contribute to the observation, assessment and recording of children's progress to inform future learning.
- To work in partnership with parents, carers and external agencies to promote children's wellbeing, learning and development.
- To support children with a range of learning needs, including those with Special Educational Needs and Disabilities (SEND), ensuring equality of opportunity and inclusion.
- To contribute to the creation and maintenance of a safe, stimulating and well-resourced indoor and outdoor learning environment.
- To uphold the school's vision, values, safeguarding responsibilities and policies, promoting the welfare and wellbeing of every child at all times.

Support for Pupils

- Foster children's self-confidence, self-esteem, resilience and respect for others.
- Support children's personal care, hygiene and welfare needs, including administering first aid and intimate care where appropriate.
- Support the induction and successful transition of children into Reception.

Observation, Assessment and Planning

- Assist in evaluating learning experiences to ensure they meet children's individual needs and interests.

Inclusion and SEND

- Contribute to Individual Education Plans (IEPs), Learning Plans and review meetings where appropriate.
- Promote equality, diversity and inclusion, ensuring every child has equal access to learning opportunities.

Learning Environment and Resources

- Prepare, organise, maintain and clear learning resources, equipment and classroom areas to create a stimulating, safe and well-organised learning environment.
- Support the development of engaging indoor and outdoor continuous provision.
- Maintain curriculum resource areas and contribute to the selection and organisation of learning materials.



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- Support children in using ICT and other learning resources appropriately.

Working with Parents and Families

- Share information about children's learning, wellbeing and progress through informal daily contact and formal meetings where appropriate.
- Encourage parental engagement in children's learning and wider school life.
- Maintain confidentiality at all times and comply with GDPR.

Working with Staff and Other Professionals

- Attend staff meetings, training, professional development, parents' evenings and other school events as required.
- Work collaboratively with external agencies supporting children and families.
- Support the supervision of students or volunteers where appropriate.

Support for the School

- Contribute positively to the wider life of the school.
- Participate fully in training, appraisal and continuous professional development.

Safeguarding, Health and Safety

- Report any concerns immediately to the Designated Safeguarding Lead.
- Ensure health and safety requirements are met within the classroom and outdoor learning environment.

General Responsibilities

- Maintain high standards of professionalism and conduct.
- Be flexible and undertake any other reasonable duties appropriate to the grade of the post, as directed by the Headteacher or Class Teacher.

Learning Assistant Person Specification

E = Essential D = Desirable	
PERSON SPECIFICATION	
Job related knowledge, aptitude and skills	
Demonstrate a secure understanding of child development and the EYFS Framework.	E
Ability to encourage and support children through a range of activities.	E
Have excellent communication and interpersonal skills.	E
Ability to use IT effectively.	E
An ability to communicate clearly with colleagues, parents and children in speech and writing	E
Be able to work effectively as part of a team and use initiative when required	E
Knowledge of safeguarding procedures.	E
Knowledge of and ability to implement behaviour management programmes	E
Willingness to undertake First Aid and safeguarding training, including gaining a First Aid qualification if required.	E
Demonstrate patience, enthusiasm and a commitment to inclusive practice.	E
Be committed to safeguarding and promoting the welfare of children	E
Be flexible, organised and committed to continuous professional development	E
Experience	
Experience of working with children aged 3–6 in a paid or voluntary capacity.	E
Experience of working with children with a physical disability	D