



ST BEDE C OF E PRIMARY
MULTI ACADEMY TRUST

Job Description

EYFS Advanced Learning Support Assistant

Job Title: Advanced Learning Support Assistant in EYFS

Post Holder: St Bede Primary Academy

Salary/Grade: £13.39 per hour

Hours: 32.5 Hours per week (Fixed Term until 31.08.26)

Responsible to: EYFS Assistant Headteacher (AHT)

PURPOSE OF JOB:

To regularly cover lessons across our EYFS year groups and assist teachers in planning, delivery, assessment, delivering interventions, phonics keep-up interventions, behaviour management and emotional support of pupils.

DUTIES:

A Supporting the Pupils

- To aid the children to learn as effectively as possible both in group situations and independently
- by:
 - ➤ Clarifying and explaining instructions
 - ➤ Ensuring children are able to access the activities within the lesson
 - ➤ Motivating and encouraging children as required
 - ➤ Supporting children with challenging behaviour where necessary
- To establish supportive relationships with children and engage with their parents
- To be responsible for the planning, delivery and assessment of interventions

B Supporting the Teachers

- To support the EYFS teaching team by making contributions in planning
- To administer appropriate assessments and to record progress made by the children
- To participate in the evaluation of planned activities and assessments
- To provide regular feedback about the children to the teacher through observations
- To attend progress meetings and feedback the progress made by individual children

C Supporting the School

- To attend relevant in-service training
- To be aware of school policies and procedures
- Attend planning meetings, progress meetings and report on the progress of individual children
- Any other tasks as directed by your Line Manager to support the department you are working in
- e.g. Christmas Production, School trips, new intake meeting etc

D Covering Lessons

- To lead lessons from planning
- To support Teachers in evaluating and amending planning
- To have a clear understanding of the intent and implementation of the EYFS Curriculum
- To provide feedback to pupils on their learning in lessons

Person Specification for an Advanced Learning Support Assistant

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any EYFS experience you have had which shows how you could meet these requirements when you fill in your application form.

If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

A. Experience

- Experience working with children of relevant age, EYFS experience highly desirable.
- Experience of the Teacher or Teaching Assistant role
- Experience and knowledge of delivering a phonics scheme in EYFS

B. Qualifications and Training

Essential

- NVQ Level 3 in Early Years Childcare (or equivalent)
- Good standards of literacy, written English and numeracy
- Understanding of teaching and learning strategies appropriate to Early Years children
- Confidence in behaviour management strategies
- Understanding of SEND and how to support pupils with additional needs
- Understanding of communication and language interventions

Desirable

- Paediatric First Aid qualification
- Safeguarding, FGM and child protection training (or willingness to undertake)
- Evidence of relevant professional development related to phonics and communication and language

C. Knowledge/Skills

Essential

- Strong Knowledge of the EYFS expectations, Statutory framework and associated curriculum guidance.
- Knowledge of delivering a phonics scheme in EYFS
- Knowledge of high-quality interactions in EYFS
- Understanding of child development and learning processes
- Ability to use ICT effectively to support learning
- An understanding of relevant policies/codes of practice and awareness of relevant legislation.
- An understanding of the intent and implementation of the EYFS curriculum and other relevant learning programmes/strategies
- Ability to self-evaluate and seek professional development opportunities
- Ability to relate well to children, staff and parents
- Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities

D. Teaching and Learning

Essential

- Ability to teach focus groups to a high standard
- Ability to monitor, assess and evaluate pupil progress
- Ability to plan for the delivery of the EYFS curriculum

Desirable

- Ability to motivate and support colleagues to achieve high standards

E. Personal Qualities

Essential

- Ability to build positive relationships with children and adults
- Enthusiasm and commitment to EYFS and communication development
- Initiative and flexibility
- Ability to reflect on and improve own practice
- Ability to work effectively as part of an established team

Desirable

- Christian commitment and willingness to support the ethos of the school