



THE CONSORTIUM
ACADEMY TRUST

Shaping Positive Futures

Early Years Foundation Stage (EYFS) Learning Support Assistant

We know from experience that things change throughout the lifetime of a role and so this JD isn't a list of everything you will do – this gives our people the chance to play to their strengths.

How you will make an impact...

- Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forwards and using every opportunity to embed our values.
- Taking responsibility for your own development - that way we can make the biggest impact!
- We are always looking for someone who can contribute to our growth.
- More than anything, we are looking for a team player who puts their heart in to their work. We have some core values that run through everything we do, and we'd love it if they resonate with you too.

About the role...

Main purpose of the role / key accountabilities:

- In partnership with the EYFS staff, deliver a challenging, child-initiated programme of learning suitable to the age ranges and developmental needs of children in this stage of their education.
- Contribute to the planning, delivery and evaluation of learning activities that support children in achieving the Early Learning Goals (ELGs), adapting provision to meet individual needs.
- Contribute to the creation and adaptation of a caring, safe and stimulating learning environment, using knowledge of child development to meet individual needs and support all children in reaching their full potential.
- Deliver daily phonics teaching and targeted intervention groups in line with the whole school phonics scheme, supporting pupils to make expected progress.
- Take an active role in observing children's play to identify individual needs, using professional judgement to discuss next steps collaboratively with the EYFS Lead.
- Demonstrate a genuine care for pupils, effectively leading groups of children in your responsibility, and ensuring their safety at all times.
- Take an active interest in children and their families, treating them with respect at all times and maintaining high levels of communication with parents in particular, welcoming their concerns and questions.
- Contribute to the planning and implementation of support for children with SEND in liaison with the SEND Team to promote their welfare and development as required.
- Provide intimate care for children where required, ensuring this is done in line with the school's Intimate Care Policy.
- Understand individual responsibilities in terms of child protection and safeguarding and monitor any issues in line with the school's policy and local procedures.
- Ensure the correct staff to child ratios are maintained at all times.
- Ensure children arrive and leave safely from the Foundation Stage and follow collection procedures, i.e. children are collected by authorised persons known to the school.
- Guarantee accurate and up-to-date records keeping, e.g. attendance register and accident book, with due regard to confidentiality.

General Duties:

- Take an active role as a member of staff within Keyingham Primary School in ensuring that the school is a safe and welcoming environment for all staff, pupils, parents and visitors
- Implement and deliver lunchtime provision offered within the EYFS
- Take a keen interest in continuing professional development of themselves and others. Ensure that basic skills relating to their post are continually up to date.
- Participate during Staff Training Days
- Prioritise learning by contributing to the planning, preparation and delivery of high-quality lessons, taking responsibility for leading targeted activities and supporting the effective organisation and adaptation of learning for individuals and groups within the EYFS setting.
- Attend and contribute to relevant TSP and EHCP meetings for learners.
- Contribute to the planning, delivery and evaluation of bespoke support programmes for individuals and groups, using assessment information to adapt provision and maximise pupil progress.
- Act as a positive role model, implementing the school's behaviour policy consistently and supporting pupils to develop positive behaviours for learning. Use the Thrive Approach to support pupils' emotional development and wellbeing, adapting strategies to meet individual needs.

As a member of staff of The Trust

- Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance
- Role model high levels of literacy and numeracy including modelling appropriate language
- Aspire to develop own professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of all sites across the Trust
- Contribute to systems of evaluation and performance of the organisation positively

About you...

This is the job for you if you hold the following qualifications, experience, knowledge, skills and values:

Qualifications and Training

Essential

- Maths and English GCSE Standard Pass/Grade C or above
- Have a relevant Level 3 qualification.
- Be willing to undertake additional training.

Desirable

- Have undertaken safeguarding training.
- Forest School qualifications and experience.

Experience, Knowledge and Skills

Essential

- Experience of working with pupils the EYFS.
- Applied understanding of handling confidential and sensitive information.
- Applied understanding of communicating to all levels of management.
- Demonstrated experience of working in a school educational environment.
- Demonstrated and applied understanding of continuous and enhanced provision within EYFS, supporting the planning, organisation and delivery of high-quality learning environments.
- Secure knowledge and understanding of the EYFS framework and appropriate non-statutory EY curricula, with the ability to apply this effectively to support learning and development.
- Secure knowledge of synthetic Phonics systems of teaching.
- Excellent communication skills.

- The ability to plan ahead, establish schedules for review, and monitor and follow these through to ensure effective outcomes
- Excellent organisational skills.
- The ability to remain calm under pressure.
- Excellent time management skills.
- The ability to work with pupils in a professional manner.
- The ability to work proactively in identifying and implementing solutions to ensure effective teaching, learning and pupil development.
- The ability to maintain confidentiality.
- Knowledge of legislation and statutory guidance specific to EYFS and primary phase
- Effective problem-solving skills.
- Excellent written and verbal communication skills at all levels.

Desirable

- Experience with pupils with SEND and ERP Pupils
- Demonstrated and applied understanding of continuous and enhanced provision within KS1, supporting the planning, organisation and delivery of high-quality learning environments.
- Experience with Forest School provision/outdoor learning environments

Values and Personal Competencies

- Able to work independently using initiative, while also contributing effectively as part of a collaborative team.
- Professional.
- Conscientious.
- Dedicated to their practice.
- Reliable.
- Energetic with Enthusiasm.
- Committed to the values and vision of the Trust.
- Team focused with the ability to work independently and take initiative.
- Committed to equality, diversity and inclusion.
- Strong morals, ethics and sound judgement.
- A role model of the Trust's Values.