

# Furneux Pelham Church of England School



## Job Description for EYFS Learning Support Assistant

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| <b>Job Title:</b>       | <b>EYFS Learning Support Assistant (part-time job share)</b>   |
| <b>Reports to:</b>      | <b>Headteacher and Senior Teacher</b>  |
| <b>Salary Grade:</b>    | <b>H2 – H3 dependant on experience<br/>£24,027 – £24,790 (full time equivalent)<br/>Term time only</b> |
| <b>Working Pattern:</b> | <b>2 days per week (days to be agreed)<br/>8:30am – 3:30pm</b>   |
| <b>Start Date:</b>      | <b>6<sup>th</sup> January 2025</b>   |

### 1. Purpose of the job:

To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and be responsible for some learning activities within the overall teaching plan.

To assist during playtimes and lunchtimes across the school.

This is a part-time role within our small reception class for 2 days per week as a job share with an existing Learning Support Assistant who will work the other 3 days per week.

### 2. Principal duties and responsibilities

- ◆ Implement planned learning activities as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
- ◆ Support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
- ◆ Understand and support independent learning and inclusion of all pupils as required.
- ◆ Discuss pupils' achievements with the teacher and carry out assessment by observing children and recording their progress / achievements.
- ◆ Attend to pupils' personal needs, including social, health, hygiene and welfare matters whilst encouraging independence.
- ◆ Carry out any duties required to maintain the children's welfare and the health and safety of their environment.
- ◆ Administer first aid or medicine in line with the Health and Safety Policy, including keeping the necessary records.
- ◆ Prepare and clear up learning environment and resources, including developing and presenting displays and contributing to maintaining a safe environment.
- ◆ Liaise with parents and carers, under the direction of a teacher.
- ◆ To assist with the conduct and discipline of children at all times in line with school policy.
- ◆ Supervise whole class during the short-term absence of a teacher.
- ◆ Attend inset days and other professional development opportunities using these occasions to contribute to developing school policies.
- ◆ To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately.
- ◆ Supervise, and provide individual support for, pupils with identified special educational needs.
- ◆ Assist with break-time supervision including facilitating games and activities.

## **Equalities**

Be aware of and support differences and ensure that children have equality of access to opportunities to develop and learn.

## **Health and Safety**

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and report all concerns to an appropriate person.

## **Additional information**

The jobholder is expected to contribute and support the overall aims and ethos of Furneux Pelham School. In particular, they should be supportive of the aims and practices of a Church of England School.

All staff are required to participate in training and other learning activities and in performance management and development as required by the school's policies and practice. Learning Support Assistants are required to work term time plus inset days.

The jobholder is one of a team of Learning Support Assistants supporting teaching and learning across the school. Flexibility of all staff is important to meet the various needs of children and enhance the working of the team.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks.

This role will be reviewed annually as part of the appraisal process.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

November 2024

For further details and to apply, please visit: <https://www.teachinherts.com>  
reference number: TIH98823FU