



### **Lightcliffe CE Primary School**

NOR: 411

Required as soon as possible

### **EYFS/Reception Class Assistant**

5.5 hours per week, term time only, to be worked on a Friday of each week.

Permanent Post

Salary Scale: B1 Points 4 to 6 £18933.00 – £19698.00pa (£2361.53 - £2456.95 pro-rata)

We are seeking to appoint an enthusiastic individual to work as part of our team in our Early Years/Foundation Stage unit.

As a valued member of our team, you will be working alongside our well behaved, hardworking children and our friendly, experienced teachers in a supportive environment committed to the continued success of our pupils and school. The successful candidate will have previous experience of working in school, will be keen to promote high standards and should be sympathetic to the Christian character of the school.

### **The person we are looking for:**

- Relates well to both children and adults
- Is self-motivated, caring and adaptable
- Is a team player who can use their initiative

### **What we offer:**

- Highly supportive, friendly and committed staff
- A stimulating and supportive working and learning environment
- Polite, pleasant and hardworking children
- A commitment to ongoing CPD
- Membership of Local Government Pension Scheme

*The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Applicants to posts that are exempt from the Rehabilitation of Offenders Act will require a DBS from the Disclosure and Barring Service before the appointment is confirmed.*

Further information and application packs can be downloaded from the school website at [www.lightcliffeprimary.co.uk](http://www.lightcliffeprimary.co.uk).

Application forms to be returned to the school at [admin@lightcliffeprimary.co.uk](mailto:admin@lightcliffeprimary.co.uk)

Visits to the school by arrangement. Please telephone school (01422 202235)

Closing date: Monday 24th January 2022

Interviews: Tuesday 1st February 2022

<b>Job title:</b>	EYFS/Reception Class Assistant
<b>Salary:</b>	B1 Points 4 – 6 £18933.00 – £19698.00pa (£2361.53 - £2456.95 pro-rata)
<b>Reporting to:</b>	Class Teacher
<b>Hours of work:</b>	5.5 hours per week – term time only

**Key responsibilities:**

- To support the Class Teacher in the delivery of the Early Years Curriculum to our Early Years pupils, working in partnership with parents, teachers and the school to establish a supportive and nurturing learning environment in which children make excellent progress.

**Main Duties:**

- To support individuals and groups to help them learn
- To establish an effective and purposeful learning environment in partnership with the teachers and colleagues
- To support teachers in assessing the needs of individual children
- To observe, record and feedback information on pupil performance

**Other Duties:**

- To assist with the general physical care of Reception Class children e.g. helping them with washing and toileting, helping children undress/dress for PE and at playtime etc.
- To comfort and care for pupils who may be unwell or who have soiled themselves
- To assist in the preparation of classroom materials e.g. paint, flash cards, workbooks, audio visual aids
- To help organise and maintain classroom equipment in good repair.
- To help maintain classroom stock room and keep stock at an appropriate level.
- To assist in the display of pupils' work.
- To work, under the Class Teacher's direction, with individuals or groups of children by reading stories, playing language and number games etc.
- To accompany children on outings arranged by the school.
- To assist the Reception Class Teacher(s) with the general physical care and supervision of pupils and with the preparation, organisation care and display of materials.
- To promote inclusion of all pupils in the school
- To assist pupils' social development, progress and achievement outside the classroom
- To take Safeguarding seriously and be vigilant following the school's Safeguarding policy

**Support for Learning:**

- Attend support staff meetings
- Attend staff CPD where directed
- Support and consistently carry out the school's Behaviour Management procedures.

**General:**

- Supervision of pupils in the playground and dining hall on a rota basis with other staff members
- Support of children with regard to their intimate care
- To carry out supervisory duties in accordance with published schedules, including before and after school breaks and lunchtime.
- Flexibility to work across the school setting
- To maintain pupil and school confidentiality

**Administrative:**

- Registers
- To attend meetings as and when required
- Photocopying
- To communicate and liaise with staff, pupils, parents, governors and other members of the school community as appropriate
- Laminating
- Filing
- Maintaining individual records
- Preparation of materials designed to meet the specific needs of the pupils

**Assessment and Record-Keeping:**

- Provide feedback for teachers on short-term planning and pupils' achievement of curricular targets
- Marking work for specific groups of pupils (in line with Marking Policy) and setting appropriate targets as directed
- Assist the class teacher with marking

**Supervision:**

The Reception Class Assistant is directly responsible to the Class Teacher. Formal meetings are held annually. Additional meetings may be requested by either the Deputy Headteacher or the Reception Class Assistant. Issues may also be passed on to the Support Staff representative to be discussed at Whole School Management Meetings. It is the school's responsibility to ensure that individual training needs, relevant to the post, are met.

**Note:**

This Job Description provides the overall strategy and remit of the post holder. This Job Description will be reviewed annually and may be subject to amendment or notification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. Elements of this Job Description, and changes to it, may be agreed at the request of the Headteacher or the incumbent of the post.

EYFS/Reception Class Assistant PERSON SPECIFICATION CRITERIA								
Qualifications				ESSENTIAL			DESIRABLE	
1	GCSE Maths and English grades A-C (or other qualifications that demonstrate good literacy & numeracy skills)			A	I			
2	NVQ L3 <b>or</b> L3 Cache Early Years Educator						A	I
3	Commitment to ongoing personal training and development			A	I			
4	First Aid qualification						A	I

Professional knowledge, skills and abilities				ESSENTIAL			DESIRABLE	
1	The ability to be calm and patient whilst working with primary age range pupils			A	I	R		
2	Excellent communication skills, both verbal and written			A	I	R		
3	An understanding of the EYFS/Early Years curriculum						A	I
4	Ability to work with a pupils individually or in small groups			A	I	R		
5	The ability to react in a positive manner to difficult situations which may arise amongst children			A	I	R		
6	Able to complete pupil progress /impact of intervention documentation and set appropriate targets for the children			A	I			
7	The ability to relate to pupils from diverse ethnic/social backgrounds			A	I	R		
8	The ability to use and apply technological skills relating to – computer, video, photocopier, digital camera etc			A	I			
9	Basic Health and Safety Awareness						A	I

Experience				ESSENTIAL			DESIRABLE	
1	Experience of building relationships with children and encouraging the development of independent learning			A	I			
2	Knowledge of Safeguarding protocols for working with children			A	I			
3	Experience of planning and recording data effectively for analysis by others			A	I	R		
4	Experience of working in an Early Years setting						A	I
5	Experience of working with children in a classroom environment						A	I
6	Experience of delivering leaning programs independently						A	I
7	Excellent interpersonal skills							
8	The ability to create a happy and effective learning environment							
9	Adaptable and resourceful having a flexible and positive approach to challenge and change							

Professional Attributes, Qualities and Values		ESSENTIAL			DESIRABLE		
1	A commitment to the provision of high quality childcare	A	I	R			
2	Enthusiasm to motivate and challenge children to high aspirations	A	I	R			
3	Be self-motivated, creative and adaptable	A	I	R			
4	Commitment to inclusive practice and respect for diversity	A	I				
5	Openness and willingness to learn	A	I				
6	Possess initiative and be proactive	A	I				
7	Show good organisational skills	A	I				
8	Flexible and approachable	A	I				
9	Maintain excellent time keeping	A	I	R			
10	Able to undertake training course in house, across the trust or elsewhere as necessary	A	I	R			
11	Relate well to and enjoy being with a range of children	A	I	R			
12	The ability to establish & maintain good relationships with pupils, staff, parents, the community & Governing Body	A	I	R			
13	The ability to work flexibly as part of a team or independently	A	I				
14	Be consistent in expectations of behaviour	A	I	R			
15	The ability to adapt to changing circumstances and needs				A	I	
16	Be a 'Team Player'.				A	I	

**The criteria will be evidenced as indicated below:**

'A' refers to the candidate's Application form and covering letter

'I' to interview

'R' to reference

Candidates should address at least all items marked 'A'

Referees are asked to comment on items marked 'R'

Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview.