**Beech Hill Primary School**

**Job Description**

**Post Title**  Early Years Support Assistant Level 2

**Evaluation Grade: N3 SCP03**

**Responsible to** Head Teacher, Head of School or EYFS Leader

**Job Purpose** To provide classroom support duties including curriculum

related tasks and small group work in close collaboration

with other school staff.

**Main Duties:** The following is typical of the duties the post holder will be

expected to perform. It is not necessarily exhaustive and

other duties of a similar nature and level may be required

from time to time.

1. **General**
2. To be familiar and confident with the EYFS curriculum
3. Undertaking activities, as directed by the teacher, with individuals or small groups of pupils.
4. To work as part of a close team.
5. Assessing children and knowing how to move learning forward.
6. To liaise closely with parents/carers.
7. Moving children’s play forward through careful use of questioning and working as a play partner.
8. **Classroom Organisation**
9. Responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
10. Assisting in the preparation and maintenance of equipment, to include cataloguing and stocktaking of all resources.
11. Preparing pupils’ work for display in the classroom and around the school.
12. Creating areas in the classroom linked to the children’s interests.
13. Demonstrating creativity in assisting with the practical resourcing of the classroom.
14. **Pupil Support**
15. Working with pupils directly on curriculum related tasks under the direction of the teacher.
16. Contributing to the delivery of all aspects of the curriculum for pupils, including assessment, recording and reporting procedures and the maintenance of Individual Education Plans (IEPs), including the preparation of reports and reviews under the guidance of a designated teacher.
17. Giving relevant feedback to the teacher regarding the social, emotional and physical needs of pupils thus offering the teacher support in their assessment.
18. Contributing to monitoring and evaluating the learning environment provided for the pupils in his/her care and using this evaluation to help make necessary changes and developments within the classroom.
19. Working with teachers and other staff in planning the teaching programme and associated activities.
20. Taking an active role in liaising with external agencies and preparing reports for and contributing to reviews.
21. Following the school policy documents and schemes of work and to keep updated with school and National Curriculum documentation.
22. **Welfare and other duties**
23. Under teacher overall control, accepting shared responsibility for the creation of a safe environment for pupils within and outside the classroom.
24. Assisting in the supervision of pupils particularly at the beginning and end of sessions.
25. Providing general care and welfare by responding appropriately to the social, emotional and physical needs of pupils. This might include attending to sick or injured pupils.
26. Administer medication to pupils in accordance with the school’s policy and procedures (only where the post holder, in accordance with the LA guidance, has agreed to be the named volunteer for this task).
27. Supporting other Support Assistants as required.
28. To promote and implement the Council’s Equality Policy in all aspects of employment and service delivery.
29. Supporting child’s self -care needs in line with our intimate care policy.
30. **Child Protection**

The post holder will have responsibility for promoting and safeguarding the welfare of children s/he is responsible for, or comes into contact with.