



# THE PASSMORES CO-OPERATIVE LEARNING COMMUNITY

## Job Description

**Title: EYFS Apprentice**

**Line Manager: Senior Leadership Team / Headteacher**

**Performance Management Reviewer: Senior Leadership Team / Headteacher**

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### **Key responsibilities:**

To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and School policies and procedures.

### **Duties:**

- Establish positive relationships with pupils supported.
- Support pupils with activities which support literacy and numeracy skills
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- Promote positive pupil behaviour in line with School policies and help keep pupils on task
- Interact with, and support pupils, according to individual needs and skills
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Monitor and record pupil activities as appropriate writing records and reports as required
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid.
- To assist with the preparation, maintenance and control of stocks of materials and resources.
- Assist with the development and implementation of individualised programs, e.g. Education & Health Care Plan (EHCP)
- Liaise with other staff and provide information about pupils as appropriate
- To assist with the display and presentation of pupils' work

- To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities
- To assist with escorting pupils on educational visits.
- A willingness to undertake lunchtime duties on a contracted regular basis.

### **General:**

- To understand and apply School policies in relation to health, safety and welfare
- Attend relevant training and take responsibility for own development
- Attend relevant School meetings as required
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety and Safeguarding in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

### **Whole School:**

- To Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities in accordance with the role for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

### **Well Being and Mental Health:**

As a member of staff at PCLC, we take responsibility for looking after our own mental health and wellbeing and that of other adults and children by:

- Supporting and adopting evidence-based practice from credible organisations (eg Mind) which have been proven to improve and sustain positive mental health and wellbeing for children and adults
- Developing a better knowledge and awareness of how children's mental health can impact on their wellbeing and development
- Managing our own health and wellbeing, by adopting good health behaviours (for example in relation to diet, exercise, alcohol consumption and smoking)
- Informing a line manager or mental health first aid team member if concerned about the mental health or wellbeing of ourselves or of others

Tackling and challenging any stigma regarding mental health and offer support, kindness and understanding to others in need

In addition to the above areas, the postholder is responsible for the following actions:

**Liaising with:** Line Manager, other relevant support staff, Subject Staff, Pastoral staff, LA staff, parents/carers and outside agencies as and when required.

### **Health and Safety**

1. To assist with the carrying out of risk assessments
2. To ensure that Health and Safety policies and procedures are followed

### **Pastoral System**

1. To liaise as appropriate with Pastoral Staff on Pastoral Related issues

### **Other specific duties**

1. To play an active part in the life of the school community

***The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher / Principal to reflect or anticipate changes in the job commensurate with the grade and the job title***

**V Goddard  
CEO  
June 2022**

## Person Specification - Apprentice Learning Support Assistant

General heading	Detail		Examples
Qualifications & Experience	<b>Specific qualifications &amp; experience</b>	E	<b>Successful experience working with children in a school/early years environment</b>
	<b>Knowledge of relevant policies and procedures</b>	D	<b>Basic knowledge of First Aid and understanding of the School policies &amp; procedures/Paediatric First Aid qualified</b>
	<b>Literacy</b>	E	<b>Good reading and writing skills</b>
	<b>Numeracy</b>	E	<b>Good numeracy skills</b>
	<b>Technology</b>	E	<b>Knowledge of basic ICT</b>
Communication	<b>Written</b>	E	<b>Ability to read, write &amp; understand basic reports</b>
	<b>Verbal</b>	E	<b>Ability to communicate information clearly and coherently; ability to listen effectively</b>
	<b>Languages</b>	E	<b>Overcome communication barriers with children and adults</b>
	<b>Negotiating</b>	D	<b>Consult with children and their families and carers and other adults</b>
Working with children	<b>Behaviour Management</b>	D	<b>Understand and implement the school's behaviour management &amp; anti-bullying policy</b>
	<b>SEND</b>	D	<b>Ability to understand and support children with developmental difficulty or disability</b>
	<b>Curriculum</b>	D	<b>Good understanding of the school/national curriculum including expectations of English &amp; Maths</b>
	<b>Child Development</b>	E	<b>Good understanding of the general aspect of child development &amp; Early Years Ability to assess progress and performance</b>
	<b>Health &amp; Well being</b>	E	<b>Understand and support the importance of physical and emotional wellbeing</b>
Working with others	<b>Working with partners</b>	D	<b>Understand the role of others working in and with the school Understand and value the role of parents and carers in supporting children</b>
	<b>Relationships</b>	E	<b>Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults</b>
	<b>Team work</b>	E	<b>Ability to work effectively and positively with a range of adults</b>
	<b>Information Sharing</b>	E	<b>Respect confidentiality. Know when, how and with whom to share information Ability to follow instructions accurately</b>

Responsibilities	<b>Organisational skills</b>	E	<b>Good organisational skills</b> <b>Ability to remain calm under pressure</b>
	<b>Time Management</b>	E	<b>Ability to manage own time effectively</b>
	<b>Problem Solving</b>	E	<b>Demonstrate a positive, solution focused approach to resolve routine problems independently</b>
General	<b>Equalities</b>	E	<b>Awareness of and commitment to equality</b>
	<b>Health &amp; Safety</b>	E	<b>Basic understanding of Health &amp; Safety</b>
	<b>Child Protection</b>	E	<b>Understand <u>and</u> implement child protection procedures</b>
	<b>Confidentiality/Data Protection</b>	E	<b>Understand procedures and legislation relating to confidentiality and implement them</b>
	<b>CPD</b>	E	<b>Be prepared to develop and learn in the role</b>
	<b>Performance Management</b>	E	<b>Participate in annual performance appraisal constructively and positively</b>