



# Early Years Learning Support Assistant Level 3 Job Description & Person Specification

### **Job Description for Early Years Learning Support Assistant Level 3**

**Grade:** Emmaus Catholic MAC Pay Scales  
Grade 5 (SCP 7-11)  
£24,294- £25,979 per annum FTE (term time only pro-rata)

**Line Manager:** Principal

#### **GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES**

Level 3 staff work under the guidance of teaching staff with a limited degree of autonomy. NVQ 3 or equivalent is a requirement for the job. The successful candidate will have experience of working within an early year setting.

Key Features: To implement agreed work programmes with individuals/groups and support staff in the development and education of pupils including the provision of detailed and specialist skills/knowledge in early years. To assist in the whole planning cycle and supervise whole classes or groups during the short-term absence of a teacher.

#### **SPECIFIC RESPONSIBILITIES**

##### **DUTY HOURS**

The postholder will be required to work 32 hours per week 8.30am – 3.30pm, 5 days per week, term time only + 5 training days per year.

#### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

##### **Support for Pupils**

- Make a substantial contribution to Individual Learning Plans and their implementation.
- Use specialist skills and training to support bilingual/multilingual pupils and help them to access the curriculum.
- Use specialist skills and training to support pupils with communication and interaction difficulties e.g. speech and language delay, dyslexia, dyspraxia etc.
- Use specialist skills and training to support pupils with sensory and /or physical impairment e.g. assistance with the development of appropriate structured learning plans and the implementation of structured learning programme.
- Use specialist skills and training to support pupils with cognition and learning difficulties e.g. encouraging the pupils to engage with and benefit from the planned learning activity, including modifying the activities as agreed with a teacher if the pupil is making slow progress.
- Using specialist skills and training support the behaviour management of pupils with behavioural, emotional, and social development needs e.g. assist with the development of behaviour management strategies, monitor pupil's behaviour to recognise and reward progress in behaviour management, identify and respond to uncharacteristic behaviour patterns and incidents of challenging behaviour.

- Provide feedback to pupils in relation to progress and development.
- Establish productive working relationships with pupils acting as a role model and setting high expectations.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide pastoral support to pupils.
- Receive and supervise pupils excluded from, or not otherwise working to a normal timetable.
- Develop 1:1 mentoring arrangement with pupils and provide support for distressed pupils.
- Promote the effective transfer of pupils across phases/integration of those who have been absent.
- Liaise with feeder schools and other relevant bodies to gather pupil information.

### **Support for School**

- Assess the needs of pupils and contribute to the development of IEP's.
- Observe and report on pupil performance.
- Take responsibility for the management of challenging pupil behaviour.
- Provision of pupil information to external agencies
- Design and produce worksheets or administer coursework with minimal supervision for groups of pupils.
- Undertake more complex marking of pupils work in line with school policy.
- Undertake joint home visits as appropriate and in line with LEA policy.
- Implement and evaluate specific curriculum plans and activities for groups of pupils to meet the individual needs of those pupils.
- Contribute to curriculum planning.
- Contribute to the identification and planning of out of school learning activities beyond the school day.
- Under the guidance of a teacher, implement agreed work programmes with individuals or groups maintaining good order and keeping pupils on task.
- Provide emergency cover supervision for a group or class, under the direction and control of the Head teacher or other designated member of staff during the unplanned short-term absence of the teacher.
- To provide specialist language support to individuals/groups where English is not the first language.
- Provide guidance and assist in the training and development of staff as appropriate.
- Contribute to the development and maintenance of school policies.
- Participate in working groups on curriculum matters.
- Provide clerical/administrative support e.g. administer course work, produce worksheets for agreed activities.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Undertake planned supervision of pupils out of school learning activities.
- Supervise pupils on visits and trips as required.

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality, and data protection. reporting all concerns to the appropriate person.
- Contribute to the overall ethos /work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.
- Be aware of and comply with the policies and procedures relating to safeguarding including Child Protection.
- Contribute to the overall ethos of the MAC and maintain positive, professional relationships with directors, staff, visitors, and all other stakeholders.
- Be loyal to the mission of the school and pay due regard to the Catholic nature of the School/MAC.
- Operate with the utmost regard to confidentiality and not divulge sensitive information to third parties.
- To comply with the School/MAC Code of Conduct, regulations, and policies.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must at all times carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

Emmaus Catholic Multi Academy Company is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Child Workforce Disclosure and Barring Service Check.

**Person Specification for Early Years Assistant Level 3**

| Task  | Essential | Desirable |
|---|-----------|-----------|
| <b>Qualifications and Training</b>  |           |           |
| G.C.S.E's 4 and above in Maths & English  | ✓         |           |
| NVQ Level 3 in Early Years or equivalent.   | ✓         |           |
| Other relevant qualification for example Level 3 award / Certificate in Supporting Teaching and Learning in Schools.  | ✓         |           |
| Very good numeracy and literacy skills.   | ✓         |           |
| Valid Paediatric First Aid qualification (or willingness to undertake this training).   | ✓         |           |
| Training and accreditation in relevant "specialist" areas beneficial to the school. E.g. a particular curriculum area or learning area e.g. science, maths, bi-lingual, SEN, behaviour. | ✓         |           |
| <b>Knowledge and Experience</b>   |           |           |
| Demonstrable experience of working with or caring with children of a relevant age.  | ✓         |           |
| Full working knowledge of School policies and procedures relating to health and safety, behaviour, attendance, equal opportunities, and child protection.                               | ✓         |           |
| Working knowledge of national/foundation stage curriculum and other basic learning programmes/strategies.   | ✓         |           |
| Understanding of the principles of child development and learning processes.  | ✓         |           |
| Experience of supporting teaching staff in the development and education of pupils, including the provision of specialist skills and knowledge.   | ✓         |           |

| <b>Practical Skills</b>  |   |  |
|--|---|--|
| Listens well and communicates clearly and fluently with colleagues on a wide level.  | ✓ |  |
| Works effectively with a broad range of stakeholders and partners.   | ✓ |  |
| Relevant knowledge of first aid.   | ✓ |  |
| Demonstrate good numerical and verbal reasoning skills and literacy skills and have the ability to produce documentation to a high standard. | ✓ |  |
| Ability to use relevant technology and able to demonstrate knowledge and use a wide range of ICT systems and solutions to support learning.  | ✓ |  |
| Committed to safeguarding and welfare of all pupils  | ✓ |  |
| <b>Personal Qualities and Attributes</b>   |   |  |
| Reliable   | ✓ |  |
| Trustworthy  | ✓ |  |
| Courteous  | ✓ |  |
| A Knowledge of Equality & Diversity issues.  | ✓ |  |
| Motivation to continually improve standards and achieve excellence   | ✓ |  |
| Genuine passion and belief in the potential of every student   | ✓ |  |
| Able to work constructively as part of a team with an understanding of classroom roles and responsibilities and own position within these.   | ✓ |  |
| Ability to relate well to children and adults.   | ✓ |  |

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.