



## **Job Description**

### **Role: EYFS Key Person**

#### **Knowledge, Skills and Experience**

Purpose: To plan for and support the development and education of pupils in accordance with the aims and policies of the school.

#### **Responsibilities:**

1. Assist in the delivery of learning activities and work programmes. Plan and undertake pre-determined activities with pupils so that their intellectual and social development (including self reliance and self-esteem) is fostered
2. Provide input into the planning and evaluation of learning activities for individuals/groups of pupils to make informed decision when writing and developing their plans
3. Supervise activities of individuals or groups of pupils both in and out of the classroom to ensure their safety and facilitate their physical and emotional development in accordance with the school's Behaviour Management Policy
4. Monitor individual pupils' progress, achievements and development and report these to inform decisions taken regarding the Individual Education Plan, Behaviour Plans and Personal Care Programmes for a pupil
5. Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning pupils' well-being, including holding Parents' consultation discussions
6. Record pupil information, as specified by the teaching staff, to ensure the EYFS assessment and school's information systems are maintained
7. Attend to the personal, social and physical needs of pupils so that their well being is maintained
8. Prepare and maintain learning equipment and ensure that the classroom is kept safe, clean and tidy
9. Display and present the pupils' work so that it enhances the classroom environment and celebrates the children's achievement
10. Attend staff and other meetings when required and take full and active participation in staff training and development work and staff reviews as required
11. Work with colleagues to construct and maintain rotas for the monitoring and smooth implementation of all daily activities
12. Prepare and facilitate with outdoor learning