Lower School Classroom Assistant (Early Years)
Full time, term time only

Report to: Head of Lower School

Introduction

We invite you to join our wonderful Early Years team who work hard to provide a joyful learning experience for the children in our care. At King Alfred, our Classroom Assistants work in close partnership with the teachers both inside the classrooms and outside in our beautiful grounds. Our holistic approach helps children to love learning, to be proud of their achievements, and to develop key skills of communication, collaboration, and creative thinking. Our setting is a place where curiosity is currency and every day is a brand-new adventure. If you believe that a muddy puddle is a science lab and a cardboard box is a rocket ship, you're exactly who we need. We believe the best learning happens when children feel seen, heard, valued and excited. We are looking for an Early Years Classroom Assistant who brings contagious energy and a toolkit full of "what if" ideas!

The successful candidate will:

- **Be the Energy:** Bring a warm, high-energy presence that makes children feel safe to explore and take risks
- **Fuel the Imagination:** Enhance rather than just following the lesson plan
- **Find the Joy:** Relish and embrace the fun of playful learning
- **Support the Flow:** Work hand-in-hand with our teachers to keep the classroom environment organized, safe, and—most importantly—inspiring

What You'll Be Doing:

- **Active Engagement:** Getting down on the floor (literally) to engage in child-led play and intentional learning.
- **Creative Input:** Suggesting fresh ideas for sensory play, storytelling, and outdoor exploration.
- **Observation & Care:** Keeping a keen eye on social-emotional development and providing the "scaffolding" children need to resolve conflicts and build friendships.
- **Enhancing the Learning Environment:** Helping to set up "invitations to play" that look so fun even the adults want to join in!

Job description

To facilitate the provision of a high standard of education and care for all children:

- Contributing to the preparation lessons, helping to provide teaching materials and resources
- Teaching small groups including phonic sessions
- Encouraging and aiding children's learning in a range of settings
- Displaying children's work creatively
- Ensuring the care and general tidiness of the cloakroom and classroom
- Contributing to observations and records of every child's progress, as required by the class teacher

To provide a safe and healthy environment by:

- Supervising children in lessons
- Supervising children at play, indoors and outdoors
- Supervising children at mealtimes
- Taking an active part in all emergency and security procedures e.g. fire drills, dropping off and collecting routines

Additional duties:

- Attending staff meetings, INSET days and other training as required
- Participating in regular review

Personal Specification

In order to fill this role effectively, the ideal candidate will have the following skills and experiences:

Attributes		**How identified**
Qualifications / training	• Good standard of written and spoken English • Degree (desirable)	Application
Experience	• Evidence of working with significant groups of children (e.g. in primary education, nurseries, children's clubs or volunteering roles). • Evidence of working well in a professional team	Application, reference & Interview process
Skills and abilities	• Interpersonal: Ability to establish successful relationships with children, the parents and colleagues • Emotional Intelligence: Ability to work sensitively with children with additional needs and profiles • Organisation: Ability to organise, prioritise, plan ahead and coordinate a variety of tasks and procedures, in tandem with colleagues	Application, reference, & Interview process
Personal attributes	• Empathy, sensitivity and a good sense of humour • Enthusiasm, determination, flexibility • Positivity and resilience • Tact and diplomacy • Welcomes feedback and accountability • Sets and maintains high standards in professional relationships with students and colleagues	Application, reference, & Interview process
Commitment to:	• The KAS ethos, and child –centred progressive education • Working in a 'can-do' culture with a commitment to continuous improvement • The happiness, well-being, and progress of all at the school • Safeguarding and welfare of all children and young people	Application, reference, & Interview process

All members of the King Alfred School community are committed to safeguarding and promoting the welfare of children and young people.

Applicants must undergo child protection screening, including checks with past employers, social media checks, and the Disclosure and Barring Service.

Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website or at Unlock.

We are seeking to enhance the diversity of our staff and student body and would therefore particularly welcome applications from groups currently under-represented in our school community, especially those from the global majority.

To read more about King Alfred's diversity and inclusion statement, please see our DEI statement and KAS Against Racism policy