



JOB DESCRIPTION
EYFS Classroom Assistant

Responsible to: Nursery Manager and Head of Preparatory school

Job Purpose: To work as part of the EYFS team to support the learning, development and safety of our pupils

Main Duties & Responsibilities:

- Implement agreed range of activities with individuals/groups of children, either within or outside of the nursery/foundation stage unit
- Work with the staff team to promote the observation, assessment and planning cycle
- Contribute to the management and preparation of resources to support an enabling learning environment, both indoors and outdoors
- Maintain a safe, secure, inclusive learning environment.
- Assist children in undertaking both adult directed and child-initiated activities, interacting with them to support their learning and development
- Ensure school safeguarding policies and procedures are followed appropriately, along with appropriate other policies relating to the EYFS.
- Regularly contribute towards written observations of a child's progress on Tapestry, whilst maintaining confidentiality at all times
- To communicate with Nursery Manager / staff and to record incidents/accidents.
- To attend to the general welfare and personal hygiene of the children.
- To promote and maintain positive relationships with all parents and carers of Nursery pupils.
- To attend staff meeting, training and INSET as required;

Attributes:

- During working hours and at any other time when representing the school, you will be required to act in a professional manner in all aspects of behaviour, punctually and wearing an acceptable standard of dress.
- You will be required to initiate and develop positive Public Relations for the school at every possible opportunity, both during and outside working hours.

The job description forms the basic requirements of the post and can be updated when required by the Nursery Manager and Head of the Preparatory School in liaison with the staff concerned.

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom the post holder is responsible, or with whom he/she comes into contact. The post holder must adhere to, and ensure compliance with, the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concerns to the school's DSL team.

May 2023