



Job Description

Job Overview

Job Title: Learning Support Assistant (mornings in EYs)

Location: Well Lane Primary School

Salary / Scale: Grade 2, SCP 3-5

Contract Type: Permanent, Term Time Only

Hours: Monday – Friday, 8:30am – 4:12pm

Reporting To: Headteacher

Job Purpose

To work as an enthusiastic, resilient, and creative member of the Early Years team at Well Lane Primary School, delivering high-quality support to ensure our youngest learners get the best possible start in life. Afternoons will be in Eys and across the school as per needs of the pupils. The successful candidate will foster a safe, nurturing, and engaging environment, improving the life chances of every pupil and helping them reach their full academic and personal potential within our school community.

Main Duties and Responsibilities

1. Key Person Responsibilities

- Act as a designated **Key Person** for a specific group of children, building strong, supportive, and trusting relationships with them and their families.
- Serve as the primary advocate and guide for your assigned children, monitoring their development, progress, and emotional well-being.
- Facilitate smooth transitions between home and school through regular, open communication with parents and carers.

2. Supporting Teaching and Learning

- Support the delivery of the **EYFS framework** through creative and engaging "continuous provision" and structured activities.
- Deliver targeted support to make foundational English, Mathematics, and understanding the world fun, accessible, and impactful.
- Adapt learning activities dynamically to meet the diverse needs of children from all backgrounds, cultures, and varying abilities (including SEND).

3. Safeguarding and Pupil Welfare

- Maintain the highest standards of child protection and safeguarding at all times, strictly adhering to school policies and **'Keeping Children Safe in Education' (KCSIE)** guidelines.
- Work collaboratively with the Designated Safeguarding Lead (DSL) to ensure every child at Well Lane Primary School is safe, happy, protected, and heard.
- Promote physical, emotional, and social well-being across the Early Years setting.

4. Team Collaboration and Professionalism

- Work closely alongside classroom teachers, EYFS colleagues, and Rainbow Education Multi-Academy Trust (REMAT) professionals to maintain an environment of academic and personal excellence.
- Participate in staff meetings, training days, and professional development opportunities across the Trust to continuously develop your practice.
- Maintain a positive, energetic, and resilient approach within a fast-paced, dynamic classroom environment.

Person Specification

The criteria below will be assessed during the selection process via the application form (**A**), interview (**I**), or task/observation (**T**).

Qualifications and Experience

Criteria	Essential / Desirable	Assessment Method
Good standard of general education, including strong English and Maths skills (GCSE Grade C/4 or equivalent).	Essential	A

Relevant qualification in Early Years/Childcare (e.g., NVQ Level 2/3 or equivalent).	Essential	A
Experience working with or supporting young children within an Early Years Foundation Stage (EYFS) or primary school setting.	Desirable	A / I

Knowledge and Skills

Criteria	Essential / Desirable	Assessment Method
Solid understanding of the EYFS framework and the concept of continuous provision.	Essential	I / T
Ability to deliver foundational English and Maths support in an engaging, age-appropriate manner.	Essential	I / T
Knowledge of safeguarding principles and child protection procedures in line with KCSIE guidelines.	Essential	A / I
Ability to adapt communication styles effectively to connect with young children, colleagues, and parents/carers.	Essential	I

Personal Attributes

Criteria	Essential / Desirable	Assessment Method
Resilience: Ability to remain positive, energetic, and focused in a fast-paced classroom environment.	Essential	I
Creativity: A creative thinker who can design engaging, fun activities tailored to diverse student needs.	Essential	I / T
Inclusivity: Deep commitment to celebrating diversity and supporting children of all backgrounds and abilities.	Essential	I
Collaboration: A dedicated team player with a passion for professional growth and community well-being.	Essential	I