



# WISBECH GRAMMAR SCHOOL

Job Title:	<b>EYFS Assistant</b>
Location:	Wisbech Grammar School
Reporting to:	EYFS Lead
Direct Reports:	Nil
Safeguarding:	Wisbech Grammar School Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. The post holder must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service (DBS)
Hours of Work:	This is a term time plus 2 week contract. Working hours are 20 hours per week, between 1215 and 1615 Monday to Friday. In addition to working these hours you may need to attend meetings / events that are sometimes held out of office hours (some evenings and occasionally at weekends). You are expected to work the hours that are necessary to fulfil your responsibilities and meet the needs of the School and in line with the hours in your contract
Holidays:	Holidays will be taken within school holidays with the exception of the additional days to be worked which may be worked during the holidays.
Probationary Period:	In accordance with School policy, this appointment will be subject to a six-month probationary period.
Medical Report:	The offer of appointment at Wisbech Grammar School will be conditional upon the provision of a medical report, which satisfies the School. Please note that all School buildings operate a no-smoking policy.
Pension/Benefits:	Wisbech Grammar School provides a Defined Contribution Pension Scheme to which the employer provides a 5% contribution to match the 5% employee contribution. Childcare voucher scheme is available and fee discounts for your dependent children.



# WISBECH GRAMMAR SCHOOL

## **Main Responsibilities:**

To work within the EYFS Team in order to help deliver the requirements of the Early Years Foundation Stage Framework, Every Child Matters and ISI/Ofsted standards.

To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils.

The role played by EYFS Assistants within the setting is vital in helping children gain basic literacy and numeric skills, more specifically completing observations, assessing children and facilitate learning experiences. They will also be able to help the EYFS teachers/practitioners with classroom organisation and administration.

## **EYFS Assistants will need to support team members and pupils through:**

- Contributing to the daily/weekly programme of lessons, activities and events in order to support pupils and adjust lessons/work plans as appropriate
- Monitoring and evaluating pupil's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Being responsible for keeping and updating records and contributing to reviews of systems and records as required
- Working with an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Providing objectives and accurate feedback and reports, as required, to the teacher on pupil achievement progress and other matters, ensuring the availability of appropriate evidence.
- Becoming an integral part of school life – eg: helping with school events, trips and activities.
- Creatively displaying pupils' work around the school.
- Attending meetings.
- Carrying out supervision duties as required.
- Setting out, preparing and tidying equipment
- Promoting home school partnerships.
- Encouraging pupils to interact and work co-operatively with others
- Promoting the inclusion and acceptance of all pupils within the classroom.
- Encouraging good personal hygiene and assist with necessary self-help skills
- Contributing to the whole school ethos, environment and organisation both practically and as a positive role model for pupils and colleagues.

## **EYFS Assistants will have the following experience**

- Sound knowledge of the EYFS Framework
- Relevant Early Years qualification (NVQ, CACHE or equivalent Level 2 or 3)
- Relevant and professional experience working with young children
- To be capable of high standards of physical, emotional, social and intellectual care for the children at all times.
- Time management skills
- Effective Writing, Reading and Numeracy.
- Excellent communication and organisation skills



# WISBECH

## GRAMMAR SCHOOL

- Creative skills
- Appropriate behaviour management skills
- To be enthusiastic and have a passion working with all children.
- To be able to work as part of a team
- Provide high quality childcare ensuring all children are cared for in a happy, safe and stimulating environment so children can play, learn and develop.
- To be able to support staff members and parents including other agencies
- Patient , reliable and trustworthy skills
- Good ICT skills and knowledge of Microsoft suite
- the ability to motivate and provide encouragement to children of all ages and all backgrounds
- the ability to use one's own initiative
- A warm and approachable personality
- Commitment to the priorities and values of the School
- The ability to work flexibly and react of the demands of the pace of school life
- Adaptability and the ability to work with staff at Wisbech Grammar School

### Data Protection

In the course of employment at Wisbech Grammar School, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. Wisbech Grammar School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person.

### General:

This job description is provided to assist the post holder to know their principal duties. It may be amended in consultation with the holder without change to the level of responsibility or remuneration appropriate to the post.



# WISBECH

## GRAMMAR SCHOOL

Attributes	Essential Qualities	Desirable Qualities
Qualification	NN, NVQ2, NVQ 3 CACHE 3	GCSE English and Maths (grades A* -C) or equivalent.  Paediatric First Aid Certificate
Knowledge	Understanding of Safeguarding in schools;  Health and Safety Knowledge;  Awareness of equal opportunities;  Understanding of managing confidential issues.	Ability to work and communicate with young children;  To be able to deliver sessions of pre-planned work to small groups of children;  To be tactful and diplomatic  To be able to solve problems and conflict situations with children;  To manage behaviour and set appropriate standards.  To be able to take young children through their learning journey and give them feedback.
Skills & Abilities	Knowledge of EYFS Curriculum  Ability to share information about children's progress with their parents  Ability to take charge of the class on occasion as directed by Phase Leader/Foundation Stage Manager  Good numeracy and literacy skills including good spoken English  Understanding of strategies for teaching and learning.  Good communication and interpersonal skills.  Good organisational and time management skills.  Ability to work collaboratively with teachers and others.	Knowledge of needs of SEN, EAL and G&T pupils.  Letters and Sounds Phonics knowledge



# WISBECH GRAMMAR SCHOOL

	<p>Basic Knowledge of First Aid</p> <p>Ability to take responsibility and work with autonomy within set boundaries.</p> <p>Ability to implement appropriate behaviour strategies in line with school policies</p> <p>Understanding of the Primary curriculum.</p> <p>Knowledge of phonics</p> <p>Knowledge of how ICT is used to support pupils' learning and ability to use ICT effectively in a classroom setting.</p> <p>Ability to work effectively with individual pupils, groups of pupils and whole classes.</p> <p>Ability to provide basic study skills support and individual learning packages through ICT.</p> <p>Ability to contribute to planning preparation of lessons and teaching materials.</p> <p>Experience of teaching phonics.</p> <p>Ability to contribute to Assessment, monitoring and record keeping in view of pupil progress and achievement.</p> <p>Awareness of child protection and Safeguarding issues.</p> <p>Understanding of equal opportunities</p>	
--	--	--



# WISBECH

## GRAMMAR SCHOOL

<p>Experience</p>	<p>Experience as a Nursery Nurse or similar role.</p> <p>Knowledge of relevant health and safety requirements</p> <p>Ability to positively motivate all pupils and encourage them to lead a healthy lifestyle</p>	<p>Experience of implementing monitoring and supporting IEPs for pupils.</p> <p>Experience of working with children for whom English is a second language</p> <p>Experience of working with children with SEN needs</p>
<p>Personal competencies and qualities</p>	<p>Ability to work with colleagues and teachers as part of a team showing flexibility and adaptability at all times;</p> <p>Have the ability to show and demonstrate initiative;</p> <p>A willingness to undertake development training as required.</p>	<p>Demonstrate a commitment to the improvement and progress of pupils;</p> <p>The ability to be able to interface and interact with parents, teacher and other school staff and provide feedback as required</p>