



## Job Description – Early Years/Reception Learning Support Assistant

**Maternity Cover 12-months fixed term contract to start January 2025**

**Job Title:** Early Years/Reception Learning Support Assistant

**Grade:** LBR3/SCP5 - £28,521 (FTE)

**Responsible to:** EYFS Lead



We are seeking a nurturing and enthusiastic Early Years/Reception Learning Support Assistant to join our team on a maternity cover basis, starting in January 2025. Redbridge Primary School is a large four form entry school, with an ambitious learning community. We strive to achieve an environment where inspirational teaching and enrichment opportunities come together to create a true enjoyment and love of learning for our diverse community.

### **Key Responsibilities:**

- Be aware of and comply with the policies and procedures relating to child protection, health, safety and data protection, reporting all concerns to an appropriate person.
- Assist the class teacher in planning and delivering engaging activities tailored to Early Years Foundation Stage (EYFS) curriculum.
- Provide 1:1 and small group support to children, ensuring their social, emotional, and educational development.
- Help manage classroom behaviour and encourage positive learning experiences.
- Foster a safe, supportive, and stimulating environment for all children.
- Supporting children with outside activities e.g. educational visits.
- Maintaining respectful and genuine interactions with children and contributing to their written records.
- Work closely with teachers, staff, and parents to ensure every child reaches their potential.
- Supporting children who are identified as having Special Educational Needs and Disabilities (SEND) or English as an Additional Language (EAL).
- Assisting pupils with intimate care including physical/personal care/ medical needs.

### **Requirements:**

- Previous experience working in Early Years or Reception settings.
- A solid understanding of the EYFS framework.
- Patience, creativity, and a passion for working with young children.
- Relevant qualifications in childcare or education (NVQ Level 2 or 3).
- Enhanced DBS clearance (or willingness to obtain).

# ★ Dream Big, Work Hard, Be Kind ♥

If you're looking for a great place to teach, then Redbridge Primary School should definitely be at the top of your list. Here are some reasons why you should consider teaching at our school:

- **Incredible Children:** Our children are simply wonderful! They are kind, creative and enthusiastic about their learning. Everyone who visits our school comments on how welcoming and lovely our children are to be around.
- **Dynamic Leadership:** The school is led by a positive and experienced leadership team who are dedicated to ensuring that every child receives the best possible education. They are committed to being approachable and supportive to ensure that our staff team have the necessary tools and skills to undertake their jobs.
- **Learning Environment:** Redbridge Primary School prides itself on fostering an inclusive and welcoming environment where children can learn, grow and become the best version of themselves. Our curriculum places a strong focus on developing children's social and emotional wellbeing alongside their academic achievements, ensuring they thrive in all aspects of their lives.
- **Family first approach:** At Redbridge Primary School we don't just accept, but we celebrate the fact that our staff have lives and their own families outside of school. Our people are at the heart of our success. We have developed a strong culture of collaboration and best practice. We look after, and invest in our staff with support, coaching, mentoring, as well as providing an award winning employee wellbeing service for all staff.
- **Excellent Professional Development:** The school places a strong emphasis on professional development, providing ongoing training and support to help you grow and develop as a teacher. You will have access to a wide range of resources, including training programs, coaching, and mentoring, enabling you to continually improve your practice.
- **Supportive Community:** At Redbridge Primary School, you will be part of a warm and welcoming community that is dedicated to providing the best possible education for its children. The school has strong links with our families, and the wider community, creating a supportive and collaborative learning environment.

## Next Steps

If you have any questions about joining the team at Redbridge Primary, please contact us via e-mail, or call to arrange a conversation. We would also be more than happy to show you around our school.

Please have a look at our website and Instagram feed ([redbridgeprimary.school](https://www.instagram.com/redbridgeprimary.school)) to get an insight into life at RPS!

**Closing date for applications: Monday 2<sup>nd</sup> December, 12 noon**

**Shortlisting will take place on: Monday 2<sup>nd</sup> December, 1pm**

**Interviews will be held on: Week Commencing 9<sup>th</sup> December 2024**

Application forms should be emailed to: [admin.redbridgeprimary@redbridge.gov.uk](mailto:admin.redbridgeprimary@redbridge.gov.uk)  
or completed online via TES

Link to application form on school website <https://redbridgeprimary.redbridge.sch.uk/wp-content/uploads/Vacancies/Redbridge%20Application%20Form.pdf>

Please email any queries or questions about the post to [admin.redbridgeprimary@redbridge.gov.uk](mailto:admin.redbridgeprimary@redbridge.gov.uk)

## Safeguarding Notice

*Redbridge Primary School is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, and where applicable, a prohibition from teaching check will be completed. Online searches will also be complete*

### Person Specification

<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• NNEB/CACHE Level 3/NVQ Level 3 in Childcare – Should it Level 2 and above?</li> </ul>	Essential
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Evidence of anti-discriminatory practice?</li> <li>• Some evidence of working with children with special needs</li> <li>• Evidence of working with children aged 0-4 yrs old</li> </ul>	Essential/ Desired
<b>Knowledge and Understanding</b>	
<ul style="list-style-type: none"> <li>• Early Years Foundation Stage</li> <li>• Child Development</li> <li>• Learning through play</li> <li>• Child protection guidelines</li> <li>• Maintaining a safe environment</li> </ul>	Essential
<b>Skills and Aptitudes</b>	
<ul style="list-style-type: none"> <li>• Good standard of written work</li> <li>• Good interpersonal and communication skills</li> <li>• Ability to use computers</li> <li>• Ability to work as part of a team</li> <li>• Flexibility and enthusiasm for the job</li> </ul>	Essential
<b>Other job requirements</b>	
<ul style="list-style-type: none"> <li>• Willingness to undertake in service training</li> </ul>	Essential

November 2024