

## Role Profile: Early Years 1:1 Support Assistant



Breaside  
Preparatory School

### Purpose

To support and assist with a child in their learning and personal development at school. To care and guide the child in class activities and demonstrate 1:1 care to the child when required.

To assist and work closely with the Early Years teacher and other teaching staff, in supporting the child, as well as the dynamics of the classroom. To take part in class activities and lessons with the child, ensuring the child can access all areas of the school's broad curriculum.

**Reporting to:** Early Years Lead

**Department:** Early Years Department

**Working hours:** Part-time, 4 mornings, 20 hours per week. Term-time 35 weeks plus inset days

**Checks:** Enhanced DBS and 2 satisfactory references and overseas check if applicable

**Start Date:** November 2024

### Key Accountabilities

#### Main duties

##### Support for the Child:

- Undertake structured and agreed learning activities adjusting activities according to pupils' responses
- Supervise and provide particular support for the child, ensuring the child still feels included as part of the class and accesses all aspects of the lessons and activities.
- To aid the pupil to learn and grow happily in both group situations and on their own.
- Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the Early Years Teacher or SENCo to achieve the intended learning outcomes Encourage the child to interact with others and engage in activities.
- Assist with the other teaching staff to set innovative expectations to promote self-esteem and independence.

## Support for Teachers:

- To work as part of a team in planning and assessing within the current guidelines for the Early Years Foundation Stage Curriculum.
- Create and maintain a purposeful, nurturing and supportive environment in accordance with the timetable of the day and activities planned.
- Monitor the child's progress by completing observations on the child with the support of the teacher and teaching staff.
- Provide detailed and regular feedback to Early Years Teacher on child's progress, achievement and issues as appropriate.
- Promote good pupil behaviour, deal promptly with conflicts and incidents in line with Behaviour Management strategies, as well as the whole school policy, tailoring this individually for the child where necessary.

## Other duties

- To be aware of and comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting any concerns to an appropriate person.
- To be aware of and support diversity and equal opportunities for all, appreciating and supporting the role of other professionals
- To contribute to the overall ethos, work and aims of the school
- To attend and participate in meetings when required

## Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

## Person Specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills</li> <li>• Good interpersonal skills</li> <li>• Ability to keep calm under pressure</li> <li>• Intermediate IT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience working with Early Years SEN children</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Grade A-C in GCSEs</li> <li>• NVQ Level 3 Qualification in Childcare or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Paediatric First Aid</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• To have a strong knowledge of the Early Years Foundation Stage Curriculum</li> <li>• Experience of working with children and able to meet their individual needs</li> <li>• Able to deal with children and adults with tact and sensitivity</li> <li>• Able to communicate effectively at all levels</li> <li>• Able to build and develop positive relationships with teaching staff</li> </ul>	<ul style="list-style-type: none"> <li>• Use of basic first aid equipment as required</li> <li>• Some Experience of delivering phonics to children.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of Safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of regulatory compliance requirements</li> <li>• Basic understanding of Prevent and Extremism</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Neat, tidy professional appearance.</li> <li>• Pleasant and friendly manner</li> <li>• Confident approach to varied situations.</li> </ul>	

## Key Stakeholders:

**Internal – Heads, Teachers, Internal Colleagues, Students, School Staff**

**External – Parents, Cognita**

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

**Signed:** .....

**Name (print):** .....

**Date:** .....