

Role Profile

Early Years Support

Assistant

Location: Glenesk School

Department: Early Years

Reporting To: Headteacher



What you'll be doing

Role purpose

Responsible for the education, welfare, and pastoral care of a child, ensuring they can access the curriculum effectively.

Key responsibilities

- Provide dedicated 1:1 support to the child during lessons and throughout the school day.
- Use initiative and positive strategies to help the child manage behaviour, emotions, and daily challenges.
- Assist with the child's personal care and hygiene needs, if required.
- Support the child during school events, trips, and activities as needed.

What you will be doing

General Responsibilities

1. Work under the direction of the Class Teacher, supporting the learning and development of an Early Years child on a 1:1 basis.
2. Promote the education, welfare, safety, and personal care of pupils in line with the aims, values, and policies of Glenesk School.
3. Establish and maintain positive, professional relationships with pupils, parents, and staff.
4. Model high standards of conduct, including appropriate dress, punctuality, and attendance.
5. Participate in relevant school meetings relating to curriculum, classroom organisation, and pastoral care.
6. Maintain confidentiality at all times.

Classroom Support

- Under the guidance of the Class Teacher and/or SENDCo, use appropriate resources, teaching aids, and approaches to help the child access the Early Years curriculum.
- Adapt activities where necessary to promote engagement, confidence, and independence.

Liaising with Professionals

- Work collaboratively with the SENDCo and other educational or external professionals involved with the child.
- Maintain accurate records as directed by the Class Teacher or SENDCo.
- Support the preparation and updating of Support Plans and other documentation used to monitor progress.
- Assist with completing any forms or reports relevant to the child's support.

Meetings and Training

- Attend staff meetings, review meetings, and professional discussions when requested.
- Participate in relevant internal and external training opportunities to support your role and ongoing professional development.

Supervision, Health & Safety

- Contribute positively to the wider life of the school.
 - Supervise children in line with the duty rota, ensuring their safety and well-being.
 - Help maintain a safe and tidy learning environment.
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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.

What you'll bring

Essential	Desirable
<p>Skills</p> <ul style="list-style-type: none">• Knowledge and understanding of child development and the ways in which children learn.• A commitment to the provision of high-quality childcare.• A positive approach to inclusive practice, with children and colleagues.• Work alongside staff and visiting specialists to achieve their objectives.• Awareness of a positive approach to behaviour management strategies.• Demonstrate a good understanding of child safeguarding arrangements.	<p>Skills</p> <ul style="list-style-type: none">• Strategies to support attachment behaviours
	<p>Qualifications</p> <ul style="list-style-type: none">• A relevant qualification in Childcare and/or Education.
<p>Experience</p> <ul style="list-style-type: none">• Experience working with young children, perhaps as a parent or voluntary worker.	<p>Experience</p> <ul style="list-style-type: none">• Experience as a Teaching Assistant in an Early Years setting.• Experience supporting adopted children.

Key Stakeholders you'll be working with

- **Internal:** Head of Glenesk, SENDCo, class teachers, colleagues, children.
- **External:** Parents, visiting professionals, (e.g., Speech and Language Therapist, Occupational Therapist).

To be signed and dated by employee:

Signed:

Name (print):

Date:

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