

Job Description

Title	School:	Salary:	37 hours per week
Learning Mentor - EYFS Group Leader	Netherfield Primary School	Grade 3, Scale Point 5 - 6 £18,172 - £18,503 (£21,575 - £18,503 FTE)	Term Time Only

Job Purpose; To work under the direct instruction of teaching/senior staff, to lead two small groups of nursery children every morning and afternoon, supporting children's access to the EYFS Framework.

Key Responsibilities

1. Attending to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters, including the use of specialist equipment where necessary
2. Providing support for students with emotional, social and behavioural problems
3. Providing practical assistance in relation to other identified physical needs
4. Supervising and supporting pupils ensuring their safety and access to learning and play
5. Working to establish a supportive relationship with the children and parents/carers and families concerned
6. Promoting the inclusion and acceptance of all pupils
7. Encouraging pupils to interact with others and engage in activities led by the teacher
8. Working alongside children in continuous provision through Quality Interactions
9. Modelling a supporting effective Communication and Language skills in all areas of the curriculum
10. Encouraging pupils to act independently as appropriate
11. Preparing the learning areas for lessons and clear afterwards and assist with the display of pupils' work
12. Being aware of pupil barriers to learning/progress/achievements, supporting pupils to overcome these.
13. Supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate
14. Gathering/reporting information from/to parents/carers as directed

15. Working with and acting upon guidance provided by teachers and other professionals/outside agencies
16. Providing support for such tasks as clerical, administrative, photocopying, display, collection and recording of money
17. Supporting pupils in their learning in all areas of the curriculum
18. Supporting pupils in respect of Characteristics of Effective Learning
19. Working alongside children to practise and embed skills and identify their next steps
20. Supporting pupils and teacher during PE and other practical activities
21. Preparing and maintaining equipment/resources as directed by the teacher and assist pupils in their use
22. Assisting with the supervision of pupils at break times
23. Accompanying teaching staff and pupils on visits, trips and out of school activities as required

General Responsibilities

24. Be aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety
25. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
26. Contribute to the overall ethos/work/aims of the school
27. Ensure the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
28. Appreciate and support the role of other professionals
29. Attend relevant meetings as required
30. Participate in training and other learning activities and performance development as required
31. Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
32. Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions
33. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
34. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
35. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

Note: It is expected that duties will be undertaken within contracted hours unless by agreement

Signed:

Date: