



‘Spurring each other on with love’

JOB DESCRIPTION

NAME

POST DETAILS

TITLE	Foundation Stage Worker
SCHOOL	Bickleigh Down CofE Primary
LINE MANAGER	EYFS Lead
GRADE	Grade B (Points 4-5)

Purpose of the Job

Work under the guidance of the teaching and senior staff using experience and expertise in Early Years, Care and Learning, in an agreed system of supervision.
Work may be carried out in the classroom or may regularly take place outside the main teaching area.

- A. This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.
- B. This is a Church of England School and it is anticipated that:
- (a) Staff will carry out their duties in a manner which will promote an atmosphere of Christian love and concern.
 - (b) That they will endeavour to join the school on those occasions when the school attends church services.

Main Duties & Responsibilities:

- Implement agreed practice with individuals and groups of children, inside and outside the Foundation Stage unit
- Work with the teacher and senior staff in the observation, assessment and planning cycle and to manage and prepare resources
- Engage with and support children’s learning and generally support children with set activities, independent problem solving and creative play.
- Supervise children during usual school hours and at lunchtimes as required.

- Attend to the welfare and personal care of pupils including those with special educational needs
- Prepare materials for use in the classroom and tidy up afterwards.
- Make educational aids and assist in displaying work.
- Attend training sessions and courses as requested.
- Administer minor first aid when necessary and to generally care for the well-being of the child.
- Carry out general duties concerning the well-being of the children and the smooth running of the school as reasonably asked by the class teacher.

Date:

Signatures: Headteacher.....

Post holder.....