



GREAT WALSTEAD  
SCHOOL

Great Walstead is a dynamic Independent Day School nestled in the glorious Sussex countryside on a site of 250 acres, surrounded by fields and woodland. The School seeks to nurture academic ability, kind character and a spirit of adventure in our pupils whose ages range from 2 ½ to 13 years old. The School believes that children are born creative, curious and imaginative.

We are looking for a  
**Early Years Learning Support Assistant**

**to start as soon as possible**

Tuesday to Friday (with a possibility of Monday to Friday if preferred)  
8.15am to 3.45pm, term time (34 weeks)  
Salary £12,984.23 - £16,190.12 per annum, depending on days and experience

This is a wonderful opportunity to be part of our excellent team who are very supportive and friendly and always have the children's happiness at the heart of everything they do. The children spend lots of time exploring our extensive grounds which include, woods, fields, streams and our secret garden to enhance learning and create a unique child led curriculum.

**The successful applicant will:**

- Experience of working with children in the 2.5 – 7 years age group
- NVQ Level 3 in Child Care, or equivalent qualification is desirable
- Paediatric first aid qualification or a willingness to train
- Be sensitive and caring to the needs of young children
- Have excellent interpersonal and communication skills

Further details and an application form can be obtained at the School's website  
<https://www.greatwalstead.co.uk/about-us/employment-opportunities>

**Closing date for applications: Noon, Friday 21<sup>st</sup> February 2025**  
**Applications will be considered as they are received and the school reserves the right to appoint at any point during the application process.**

The School is committed to safeguarding and promoting the welfare of children and expect all of our staff to share this commitment. The successful candidate will be required to undertake an enhanced disclosure via the DBS and to register with the update service

Great Walstead is an Equal Opportunities Employer.

Data Handling – please refer to Great Walstead's Data Protection Policy and Privacy Notice which can be found on the School's website

Registered Charity No 307002





## Job Description

**Job Title:** EYFS Learning Support Assistant  
**Responsible to:** EYFS Lead

### EYFS

The EYFS comprises of the Pre-School and Reception. The applicant may be required to work across both areas.

The Pre-School accommodates children between 2.5 and 4 years, some part time and others full time. Our Reception Class accommodates children from 4-5, they attend full time.

We follow the principles laid out in the Department for Education's Early Years Foundation Stage documents but take an "In the Moment Approach to Planning" which allows children to follow their interests and take ownership of their learning. As children move through Reception, more of the day includes teacher led learning. We have discrete phonics and maths inputs and children have specialist teachers for swimming, PE, music and forest school. No two days are ever the same. We have an outdoor classroom and spend lots of time in the school's extensive grounds, whatever the weather.

We have a supportive and enthusiastic team who share ideas and good practice. We work hard to provide a rich and exciting individualised experience for every child. Our families are very important to us and we work hard to support them.

### Main Purpose of Job

- To build secure relationships with the children and support them in their learning journeys
- To support Room Leaders/ Teachers with the day-to-day running of the Pre School rooms/ Reception Classrooms
- To help maintain a high-quality, stimulating, safe and inclusive environment for all children
- To help promote the aims and objectives of the school

### Key Responsibilities

- To ensure the provision of high standards of physical and emotional care
- To ensure the welfare and safety of children is paramount within EYFS and that if concerns are raised they are acted upon immediately and to be aware of the school's Safeguarding Policy and the Safeguarding and welfare requirements in the Early Years Framework
- To work across the whole learning environment – indoors and out. The outdoor environment is a very important aspect of our provision and is used in all weather conditions.
- To make observations of the children and record them on Tapestry



East Mascalls Lane, Lindfield, Haywards Heath, West Sussex, RH16 2QL  
 T: 01444 483528 E: [gwmil@greatwalstead.co.uk](mailto:gwmil@greatwalstead.co.uk) [www.greatwalstead.co.uk](http://www.greatwalstead.co.uk)

Headmaster: Chris Calvey BEd (Oxon)



- To be aware of the individual needs of children. This will include assisting with their personal care needs and helping get dressed for play etc.
- To ensure high standards of hygiene and cleanliness are maintained at all times
- To assist the teaching staff with the provision of a high quality environment to meet the needs of individual children, having an awareness of any disabilities, family cultures and medical histories
- To ensure confidentiality of all information received
- To work with small groups of children in adult directed activities.
- To engage with children effectively when they are participating in self – initiated activities. To use their knowledge of the Foundation Stage Curriculum to inform their interactions and ensure that the children are making progress in their learning.
- To help prepare for each session with other staff e.g. participating in daily updates, preparing the environment or sourcing resources.
- To undertake any other duties and responsibilities, commensurate with the job title, as directed by the Pre-School and EYFS Lead / Head of Pre-Prep / Headmaster
- To assist in other areas of the School when requested by Senior Management

The EYFS operates during term-time only, sharing the same holidays as the main school. EYFS is open from 8.30am to 3.30pm each day of term. The Keep operates from 3.30pm to 6pm.

**This role will involve daily contact with children and you will be engaging in regulated activity relevant to children. All staff/volunteers have a responsibility for promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.**

#### **Safeguarding responsibilities:**

- This role will involve daily contact with pupils and you will be engaging in regulated activity relevant to children
- All staff and volunteers have a responsibility for promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.



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## Person Specification

Criteria	Essential	Desirable	Evidence
Qualification	NVQ Level 3 in Children's Care Learning & Development, or equivalent, or a willingness to train.	Recent Paediatric First Aid certificate  Basic Food Hygiene certificate	Application Form
Experience	Experience or willingness to learn about of the Statutory Framework for the Early Years Foundation Stage (this may be in placement rather than in employment)  Experience of or willing to learn about 'in the moment planning'	Post qualifying experience in working with children	Application Form  Application Form/Interview
Curriculum, Learning and teaching	Knowledge of legislation relevant to Early Years such as the Statutory Framework for the EYFS, SEN and safeguarding  Knowledge of child development and children's needs  Knowledge on policies and procedures in relation to equality and inclusive practices		Interview  Interview  Interview
Skills	Ability to communicate effectively and to engage with children, parents and families		Interview



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	Able to observe children's learning and development		Interview
	Possess a level of general computer literacy with a range of IT skills		Application Form/Interview
	Good organisational and time management skills		Interview
	The ability to work co-operatively as part of a team		Application Form/Interview

I hereby confirm that I have read, understood and accept the contents of this job description

Signed.....

Dated.....

Print Name .....



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