



Widford Lodge Preparatory School

Proprietor: Louise Gear
Headteacher: Michelle Cole

01245 352381
 www.widfordlodge.co.uk
 admin@widfordlodge.co.uk

Job Description: Early Years Learning Support Assistant

Job Purpose

The Early Years Learning Support Assistant will support children's learning, development, and wellbeing within the Early Years Foundation Stage, with a strong emphasis on outdoor learning. The role aims to foster children's independence, curiosity, and confidence through play, exploration, and purposeful provision, helping to raise outcomes for all children.

Reporting to

Class Teacher / EYFS Lead

Duties and Responsibilities

Support for Children

- Support children's learning activities, responding to individual needs and supporting development across all areas of the EYFS.
- Promote children's wellbeing, safety, and emotional security, ensuring a nurturing and inclusive environment.
- Support personal care routines where necessary, in line with school policies.
- Encourage independence, resilience, and positive behaviour through consistent expectations and positive role modelling.
- Build warm, trusting relationships with individual children and groups.
- Act as a positive role model for behaviour, language, and social interaction.
- Support learning through outdoor play, exploration, and hands-on experiences, in all weathers.

Support for the Teacher

- Work collaboratively with the class teacher to plan, prepare, and enhance learning activities, particularly within the outdoor learning environment.
- Prepare and maintain learning resources, including outdoor provision and equipment.
- Support the delivery of the EYFS curriculum, including early literacy, numeracy, communication, and physical development.
- Assist with observation, assessment, and recording of children's progress.
- Support the use of ICT and learning technologies where appropriate.
- Contribute to the management of children's behaviour, indoors and outdoors.
- Assist in maintaining a safe, stimulating, and well-organised learning environment.
- Support display work and learning environments, including outdoor areas.
- Supervise snack times, lunch times, and transitions throughout the day.
- Support educational visits, trips, and outdoor learning activities.
- Work effectively as part of a supportive EYFS team.



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Support for the School

- Contribute to maintaining pupils' safety and security at all times.
- Adhere to school policies relating to safeguarding, child protection, confidentiality, health and safety, and behaviour.
- Record accidents, incidents, and observations accurately and promptly.
- Attend staff meetings, training, and professional development opportunities.
- Reflect on and develop own professional practice.
- Support the wider life and ethos of the school.
- Carry out any other duties appropriate to the role, as directed by the Proprietor, Headteacher, or Line Manager.

