



# Widford Lodge Preparatory School

Proprietor: Louise Gear  
Headteacher: Michelle Cole

 01245 352381

 [www.widfordlodge.co.uk](http://www.widfordlodge.co.uk)

 [admin@widfordlodge.co.uk](mailto: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.

