



## **JOB DESCRIPTION- LEARNING SUPPORT ASSISTANT**

35 hours per week, term time only plus 1 inset day (September),  
LBR3

Permanent

8.30am -4pm - **30min lunch break**

Line Manager: SENCO

### **PURPOSE**

To work under the direct instruction of teaching/senior staff, initially to support in Preschool; with the ability to work across the school, supporting our youngest learners and contributing to high-quality early childhood education. To support children's access to learning and provide and implement interventions to enable children to access the curriculum.

### **SUPPORT FOR PUPILS**

- Attend to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a good role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate, implementing strategies and programmes

### **SUPPORT FOR THE TEACHER**

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils' work.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Undertake pupil record keeping as requested.
- Observe pupils and contribute to record-keeping, noting progress, interests and emerging needs.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather/report information from/to parents/carers as directed.
- Provide clerical/admin support e.g. photocopying, ICT, filing, collecting money etc

## **SUPPORT FOR THE CURRICULUM**

- Support pupils to understand instructions and routines, using visual, sensory and communication-friendly strategies.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

## **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance management as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

## **EXPERIENCE**

- Working with or caring for children of relevant age with additional needs.
- Experience in an early years or childcare setting is desirable.

## **QUALIFICATIONS**

- Good numeracy/literacy skills (written and oral)
- Participation in development and training opportunities.
- Hold a full and relevant level 3 child care qualification or willing to undertake a level 3 qualification [Full list](#)

## **KNOWLEDGE/SKILLS**

- A commitment to safeguarding.
- An interest in early childhood development, play-based learning and supporting children's early communication.
- Ability to use technology to create and adapt resources– computer, ipad, photocopier.
- Ability to relate well to children and adults and build strong relationships
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

The above-mentioned duties are neither exclusive or exhaustive. At the discretion of the Head Teacher, such other activities may from time to time be required, consistent with the nature of the job described above.