



Aldercar Infant and Nursery School



Job description

JOB TITLE	Learning Support Assistant (nursery)
SCHOOL	Aldercar Infant and Nursery School
JOB FAMILY	Support for Teaching and Learning
JOB GRADE	Grade 5

PURPOSE

Supporting staff to provide high quality education and care for children in the nursery, ensuring a child-centred environment where children are looked after in a caring and stimulating way, ensuring their individual needs are met.

To assist in providing an environment which encourages the wider aspects of good child development, including health and family support.

To promote the school's vision, values and aims in the provision of a safe, stimulating and high quality environment catering for young children's educational and developmental needs.

ACCOUNTABILITY

The postholder will be accountable to the Headteacher, Early Years Foundation Stage Leader, and Class Teacher.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Pupil Care and Development

1. To support the team in providing a high quality, practical, welcoming and stimulating environment.
2. To take part in all aspects of the daily routine, including toileting/nappy changing, basic meal/snack preparation, setting up and clearing away of resources.
3. To contribute to the development, planning, delivery and evaluation of learning programmes for individuals and groups of children.
4. To support children with early language development, through everyday engaging activities and interactions.

5. Provide a secure, caring and enriching environment for children, promoting self-esteem and encouraging acceptance, respect and inclusion.
6. To help in maintaining and developing positive working relationships with parents/carers, visitors and other key partners, both internally and externally.
7. Provide support to nursery children over the lunchtime period.

It is essential for postholders to demonstrate an ability and commitment to undertake a comprehensive range of duties within the level of responsibility of the post and to respond positively to alternative and improved methods of working.

GENERAL RESPONSIBILITIES:

People Management

Supervise, organise, advise and motivate a team, specifically undertaking: management of performance, discipline and grievance, training and development support, absence management.

Equality and Diversity

Actively support the local authority's Equality and Human Rights policy.

Data Protection

To maintain confidentiality and observe data protection and associated guidance as appropriate.

Health and Safety

Ensure own compliance with local authority's Health and Safety policy/procedures.

Risk Management

Identify opportunities and risks associated with the service and escalate/report to management.

