



Job Description

Learning Support Assistant





JOB TITLE: Learning Support Assistant (Nursery)

REPORTS TO: Headteacher; SENDCo; Class Teacher; Senior LSA

GRADE / SCALE: Thurrock Grade B / Havering Scale 3

JOB PURPOSE

To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.

KEY CORPORATE ACCOUNTABILITIES

- Commitment to the Trust and school's vision and values;
- To maintain awareness of and commitment to the Trust's Equality, Diversity & Inclusion in Employment Policy in relation to both employment and service delivery and to observe of conduct which prevents discrimination taking place;
- To comply with all Trust policies and procedures including the Code of Conduct, Safeguarding Policy and E-Safety Policy;
- Undertake safeguarding training at least annually, with further updates as required;
- To fully comply with the Health and Safety at Work Act 1974, the Trust's Health and Safety Policy and all locally agreed safe methods of work;
- To work with colleagues to achieve service plan objectives and targets;
- To participate in the Performance Management Procedure and contribute to the identification of team development needs; and
- At the discretion of the Headteacher, such other activities as may from time-to-time be agreed and are consistent with the nature of the job description herein.

PRINCIPAL ACCOUNTABILITIES

- To promote the safeguarding of children and ensure children's safety at all times.
- Working with individuals or small groups of children under the direction of teaching staff
- Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Establish positive relationships with pupils supported
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support pupils with activities which support literacy and numeracy skills
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- To be involved in planning, organising and implementing IEPs/EHCPs, including attendance at, and contribution to, reviews.
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- Promote positive pupil behaviour in line with school policies and help keep pupils on task
- Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required



- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher
- Support learning by selecting appropriate resources/methods to facilitate agreed learning activities
- Attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid.
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- To assist with the display and presentation of pupils' work
- To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities
- To assist with escorting pupils on educational visits

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I confirm that I have read and understood, and that I accept, the above job description:

Signature: Date: Name in full

| Learning Support Assistant | | Person Specification |
|--|---|---|
| General heading | Detail | |
| Qualifications & experience | Specific qualifications & experience | Successful experience working with children in a school/early years environment Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience |
| | Knowledge of relevant policies and procedures | Basic knowledge of First Aid and understanding of the School |
| | Literacy | At least English GCSE (A-C) level or equivalent |
| | Numeracy | At least Maths GCSE (A-C) level or equivalent |
| | Technology | Knowledge of basic ICT to support learning |
| Communication | Written | Ability to write basic reports |
| | Verbal | Ability to use clear language to communicate information unambiguously Ability to listen effectively |
| | Languages | Overcome communication barriers with children and adults |
| | Negotiating | Consult with children and their families and carers and other adults |
| Working with children | Behaviour Management | Understand and implement the school's behaviour management policy |
| | SEND | Ability to understand and support children with developmental difficulty or disability |
| | Curriculum | Good understanding of the school curriculum Knowledge of literacy/numeracy strategies |
| | Child Development | Good understanding of the general aspect of child development Ability to assess progress and performance |
| | Health & Wellbeing | Understand and support the importance of physical and emotional wellbeing |
| Working with others | Working with partners | Understand the role of others working in and with the school Understand and value the role of parents and carers in supporting children |
| | Relationships | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults |
| | Team work | Ability to work effectively with a range of adults |
| | Information | Know when, how and with whom to share information Ability to follow instructions accurately |
| Responsibilities | Organisational skills | Good organisational skills Ability to remain calm under pressure |
| | Line Management | Ability to support the work of volunteers and other LSAs/teaching assistants in the classroom |
| | Time Management | Ability to manage own time effectively |
| | Creativity | Demonstrate creativity and an ability to resolve routine problems independently |
| General | Equalities | Awareness of and commitment to equality |
| | Health & Safety | Basic understanding of Health & Safety |
| | Child Protection | Good understanding of and commitment to child protection procedures |
| | Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| | CPD | Be prepared to develop and learn in the role |