



“One community. Many ideas. Everyone’s future”

## EYFS Learning Support Assistant

### Job Description

#### Purpose of the job

To work with the Heads of Key Stages at The Langley Academy Primary in all aspects of developing learning and teaching, curriculum, assessment and enrichment.

Learning Support Assistants should be role models and strive for the very best in their practice. They will support the teachers within the school to facilitate the active participation of pupils in the academic and social activities of the school. They will implement the daily routine and contribute to raising standards of achievement for all pupils.

#### Reporting to

Head of EYFS

#### Main responsibilities

- Support the implementation of an agreed range of activities with individuals/groups of children within or outside of the class to promote learning.
- Contribute to the assessment and tracking of pupil progress, including observation feedback, raising the awareness of teaching staff to the strengths and difficulties of individual pupils and contributing to the planning of learning activities.
- Support pupil well-being, behaviour and personal development, understanding the emotional and social needs of pupils, in order to enhance their learning and life skills.
- Assist teachers in maintaining the learning environment, inside and out, and preparing teaching materials.
- Lead the learning in intervention groups, including booster provision, extension and SEND, working on targets set by teaching staff.
- Establish productive working relationships with children, acting as a role model and setting high expectations for behaviour and learning.
- Promoting independence and employing strategies to recognise and reward achievement of self-reliance.
- Interacting with children and supporting development of their knowledge, skills, attitudes, problem solving and thinking.
- To assist with the general supervision of pupils during break times or when required, interacting with children.
- To accompany teaching staff and children on visits, trips and out of school activities as required and take responsibility for a group.
- Encouraging children to interact and work co-operatively with others and engaging children in activities.
- To understand the required areas of learning, stages of development and assessment in order to support pupils’ learning and progress.
- To promote and reinforce pupils’ self-esteem.

- Attending training as directed by the Headteacher

### **Safeguarding responsibilities**

- Promote and safeguard the welfare of all children and young people within the Trust.
- Uphold public trust and maintain high standards of ethics and behaviour, within and outside school by:
  - treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the school environment;
  - promoting and safeguarding students' wellbeing;
  - showing tolerance of and respect for the rights of others and promoting a culture of inclusion.

### **General responsibilities**

- Have a proper and professional regard for the ethos, policies and practice of the Academy and Trust.
- Have an understanding of, and always act within, the relevant professional standards and statutory frameworks. This includes those relating to Health & Safety, security, confidentiality and data protection.

*Please note that this is illustrative of the general nature and level of responsibility of the role and not a comprehensive list of all tasks. The postholder may undertake other duties appropriate to the role. This job description may be subject to amendment at any time after consultation with the postholder.*

## Person Specification

<b>Qualifications and Training</b>	<b>Essential</b>	<b>Desirable</b>
Education to a minimum of GCSE standard (or equivalent) in Maths and English	✓	
Level 3 Qualification in Childcare (if applying for an EYFS position)	✓	
Paediatric First Aid training		✓
Child protection / safeguarding training		✓
Health and Safety training		✓
Excellent written and oral communication skills	✓	
Suitable training in phonics/interventions		✓

<b>Relevant Experience and Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Proven experience of positive impact on pupil progress	✓	
Experience, knowledge and understanding of the National Curriculum	✓	
Knowledge and understanding of child development	✓	
Prior experience of working collaboratively as a member of a team in a primary school		✓
Experience of working with and developing good relationships with parents, carers and other professionals		✓
Experience of undertaking observations and maintaining children's developmental records		✓
Experience of working with children with SEND		✓
Demonstrate relevant Numeracy, Literacy and ICT skills		✓
Good oral and written communication skills in English	✓	
Good organisational skills	✓	

<b>Personal Qualities and Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Model high standards of safe working practice to create an enabling environment	✓	
High aspirations and a belief in all children reaching their full potential	✓	
Inspirational, enthusiastic and motivated to create the highest quality care	✓	
Flexible approach to working	✓	
Creative worker		✓
Able to contribute planning and other ideas to the team		✓
Resilient	✓	
Ability to be self-reflective with a desire to review and refine own practice		✓
Possess a positive approach to work, seeking to find solutions and demonstrating a cup half full approach	✓	
Ability to maintain confidentiality at all times	✓	
To keep abreast of childcare legislation	✓	
Demonstrate an understanding and commitment to equal opportunities	✓	