

Early Years Learning Support Assistant St Werburgh's Primary School

Job Description

Position Profile

Job Title:	Early Years Learning Support Assistant
Responsible to:	Early Years Lead/Phase Leader
Salary:	BG8 (Scp 12-16)
Working Pattern:	32.5 hours per week. Mon - Fri 8.30am to 3.30pm. 39 weeks to include insets.
Start date:	6th January 2025

Purpose of the role

To work with Reception class teachers to raise the learning and attainment of children. To promote children's independence, self-esteem and social inclusion.

To give support to children, individually or in groups, so that they can access the curriculum, take part in learning and experience a sense of achievement.

Every Learning Support Assistant post at St Werburgh's Primary School must embrace the following responsibilities:

1. Support for children's learning

Under the guidance of the teaching staff, provide direct support for the learning of individual children or groups of children, including those with special needs, to achieve defined progression targets in a child's individual education plan and in class plans through

- activities, interventions, empathetic and sympathetic listening, direct guidance and the provision
- appropriate positive feedback to behaviour
- facilitating children's general physical, emotional and educational development
- supervising and encouraging safe behaviour of individual and groups
- reinforcement of structured learning habits which meets defined targets for accessing the curriculum as set by the line manager
- organising and managing the teaching space and resources to help maintain a stimulating and safe learning environment

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- Supervising a class if the teacher is temporarily unavailable and during unstructured times
- Occasionally cover whole class sessions where planning is provided

2. Support for the learning environment

Under the guidance of the teaching staff, prepare, store, retrieve, sort and display materials, finished work, equipment, topic work plans and/or assignment documents to assist in providing an effective learning environment as determined by the teacher to

- facilitate the required standards of achievement and performance, including feedback through structured assessment, for individuals and groups within the classroom
- support the development of continuous improvement in both personal performance in the job and the work of the team
- assist in the development, monitoring, reviewing and progression of childrens' learning plans
- support invigilation and assessment processes, following procedures and under supervision which promotes the attainment of standards in learning progress by the school required by the Head and Governors, the trust and the Office for Standards in Education [OFSTED]

3. Care and support for children

Attend to the day to day needs of children, inside and outside the classroom, by

- building positive relationships with children that you are supporting, promoting high self-esteem, independence and social inclusion.
- provision of personal, social, hygiene, welfare and behaviour support
- awareness of the progress of individual children in attaining defined goals
- promoting highly effective pastoral care for individual children, under guidance, and liaising with colleagues to provide accurate records
- Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention.
- reporting concerns about progress, identifying possible solutions, to the teacher
- assisting educational and therapeutic professionals in their delivery of specialist support programmes
- carrying out specified medical care procedures following direct specific training by a qualified practitioner.

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- contributing to the assessment by the teacher of individual children's development through observation, record keeping, discussion with colleagues and teachers

4. Working with staff, parents/carers and relevant professionals

As required based on your role

- Communicate effectively with other staff members and children, and with parents and carers under the direction of the class teacher or SENDco.
- Communicate your knowledge and understanding of children to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers.
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about children they work with.
- Understand your role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

5. Professional Development and additional responsibility

BG8 LSA's are required to maintain professional standards and undertake further development and responsibility relevant to their role including

- Help keep your own knowledge and understanding relevant and up to date by reflecting on your own practice, liaising with school leaders and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- As part of the role of a learning support assistant working at BG8 level, you will be asked to take on an area of responsibility appropriate to the role, to support the maintaining of a high quality learning environment. This will be agreed with your line manager on an annual basis.

General responsibilities, as part of the St Werburgh's Team:

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1. Duties are to be undertaken in compliance with the Trust's Code of Conduct and in particular its equal opportunities policy and the schools commitment to confidentiality.
2. Work must be carried out in accordance with current legislation and/or regulations of the authority, including those delegated to the school's Governing Body.
3. The job holder must agree to undertake any other duties that are commensurate with your grade in relation to a post of this nature.
4. All employees have a responsibility for their own safety and must not endanger that of colleagues/visitors in the workplace, in accordance with legislation and the Councils Safety Policy and Procedures.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Signed Senior Leadership Team Member:

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Name of Manager:

Dated:

Signed Employee:

Name of Employee:

Dated: