

Job Description – EYFS Learning Support Assistant

Purpose of Post

- To support the emotional, behavioural and pastoral needs of a pupil 1:1
- To support a pupil in their learning, as directed by the teaching team.
- To be involved in the planning, development and delivery of teaching following a provision map for SEN.
- To observe and monitor pupil's progress and adapt agreed approaches to their particular needs, in collaboration with the class teacher.

Responsible to

Year Group Leader/SENCO/ Deputy Head/ Head Teacher

Key Areas

- Work with a pupil 1:1;
- Team Work;
- Liaise with Parents/carers.

Line Management Responsibilities

None

Duties and Responsibilities

1. Work as part of a team and assist the class teacher to ensure quality education for the children.
2. Liaise and plan with the teacher to support a pupil 1:1 in their learning.
3. Follow and implement SEN provision: monitor and feedback to the SENCO.
4. Be aware of and support school policies and procedures.
5. Be involved in out of working hours activities, e.g. training, team meetings, fundraising events.
6. Attend appropriate staff meetings/training days as requested.
7. Assist with the reception and departure of children at the beginning and end of school sessions.
8. Assist with the preparation of resources eg photocopying, filing of work, making of resources.
9. Assist with display and contribute to a high-quality learning environment.
10. Under the direction of the class teacher, liaise with parents/ carers as appropriate maintaining confidentiality and sensitivity.
11. Respect the confidentiality of information received.
12. Positively promote the ethos and values of the school and The Trust at all times.
13. Actively promote and support the safeguarding of children and young people in the workplace, ensuring policies and procedures are observed at all times.
14. Be vigilant and take a pro-active role with all aspects of safeguarding and safety in the school.

This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references will be obtained prior to commencement of employment.

The Trust may, should the need arise and on giving you reasonable notice, require you to transfer to another place of work within The Hawksmoor Learning Trust.