LEARNING SUPPORT ASSISTANT

Comet Nursery School and Children's Centre is an outstanding, vibrant and diverse school in the heart of Hoxton.

We would like to appoint an enthusiastic and caring Learning Support Assistant.

This a term time only position on a fixed term one year contract starting in January 2027.

Visits to the school are encouraged and can be arranged by calling the school office.



Closing Date:
Monday 30th November 2027 at 12pm

Contact Us

20 Halcomb Street N1 5RF
020 7749 9850
admin@comet.hackney.sch.uk
www.cometnurseryandcc.co.uk

Hackney

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Welcome to Comet

Comet is a vibrant and inspirational maintained nursery school and children's centre based in the heart of Hoxton. We are highly regarded in the community for its inclusivity, diversity and expertise with our children. At Comet we are committed to the inclusion of children who have additional needs and our experienced team are there to support the children and families in their learning journey throughout their time with us.

Our ethos and philosophy is firmly rooted in the principles of high quality early years' education and care where children are encouraged to be curious, to explore and develop their interests through a play based and open ended provision. We support families to understand the progress of their children and sign post to other services where appropriate.

Our team are experienced, forward thinking and committed to the strong early years pedagogy that we are always continuing to develop at Comet. We are a hardworking team that are reflective in our practice, while our ethos is based on creativity, nurture and respect in everything we do.

At Comet we have a 2 year old provision as well as 2 nursery classes. The Children's Centre is part of all that we do at Comet and we have recently taken over the leadership and governance of another local Children's Centre.

If you are passionate about children's learning and development in the early years and want to work in a supportive environment, then this is an excellent opportunity for you to join our growing team and make a difference to our school & children's centre. We are an outward facing provision always looking to develop opportunities for the children and families in our local community.

I hope this has given you a small insight into the provision at Comet.

Best wishes,

Lisa Clarke

Headteacher







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What we can offer

- At Comet we celebrate the diversity of our school and children's centre community. Our provision embraces inclusion, this is central to our offer for children, families and our staff team.
- We have made a commitment to our staff to ensure we review staff workload so they have a good work life balance.
- We provide all staff with opportunities to progress their career through training and development.
- We provide opportunities to visit other early years settings as a way of offering practical CPD opportunities.
- We provide a positive environment to work with an emphasis on team work.
- If you have a child of nursery age we offer priority places within the nursery.
- We have a provision for breakfast and after school clubs. If your child attends Comet, they are given priority if a place is required.
- We are developing expertise across Comet through our School and Children's Centre Development Plan. We would look to support you development through taking on projects and areas of expertise.

Who we are looking for

- Experience of working with families and children under 5.
- Someone who is enthusiastic and passionate about working with young children.
- A good understanding of the importance of high quality learning experiences both inside and outdoors.
- A caring attitude to young children and their families.
- A commitment to working with families who come from our diverse community.
- Good skills in literacy, ICT and numeracy.
- Excellent communication and interpersonal skills.
- An ability to be flexible in the post and a good team member.







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Job Description for Learning Support Assistant

Job details

Job title: **Learning Support Assistant**

Reporting to: **Head Teacher**

Grade: **Scale 4 pt 7 (£33,035 pro-rata)**

Hours: **27.75 hours per week, term time only**

Contract: **Fixed term until December 2027**

Functions of the post:

To work under the supervision of the Class Teacher and Nursery Education Officers to support individuals and small groups of children with special educational needs.

Duties/Responsibilities

- Under the supervision of ARP Lead Teacher and SENDCO, to assist in planning and carrying out programmes to support the children's learning and development.
- To promote and work within inclusive practice and procedures, fostering understanding and tolerance of equality issues among children/staff/parents/carers and actively supporting the inclusion and achievement of children with additional needs.
- To foster the development of children's self-esteem and help them to develop good relationships with adults and children.
- To aid effective learning through working with individuals or groups of children, for example by:-
  - facilitating access to learning opportunities across the curriculum
  - ensuring the child is able to use equipment and materials provided
  - motivating and encouraging the child and having high expectations
- To work in close partnership with parents/carers and foster positive links between home and school
- To support learning and care for the children on school premises as required (both indoors and outdoors) and, by arrangement, on local outings.
- To develop an understanding of the specific needs of the child/children supported and general knowledge of special educational needs.
- In consultation with the ARP Lead Teacher and SENDCO and in the context of the school's policies, to assist in promoting positive behaviour for the child/children.
- To carry out, as necessary, physical tasks for the care of the children, e.g. physiotherapy/occupational therapy tasks, language groups, following guidance and training from senior staff or external professionals.
- To carry out intimate care for those children who require it and support potty training where necessary.

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- To carry out simple routines of maintenance of equipment needed for the children and assist with the preparation and organising of resources.
- Under supervision of the ARP Lead Teacher and SENDCO, to assist with recordkeeping of the child/children's progress, and to contribute to support plans, reports and presentations at review meetings with other staff, parents/carers and other professionals.
- To ensure that confidentiality is maintained at all times with regard to children and families and to wider school issues.
- To contribute to the effective running of the learning environment by supporting colleagues with general classroom duties as required.
- To be a good role model for the children in the way that you relate and talk to them, respond to their needs and in the way you relate to colleagues.
- To work co-operatively and supportively as part of the school staff team.
- To ensure that high standards and levels of health and safety are maintained and taught to the children and to report any issues of concern to the appropriate member of staff immediately.
- To work within the school's Safeguarding Policy and procedures. Bringing any concerns to the attention of senior staff or the designated safeguarding officer as soon as possible in an appropriate manner and completing the online safeguarding log.
- To be fully committed to working within and implementing all school policies.
- To participate in training and development as required.
- To help promote the aims of the school among children, parents/cares and the wider community.
- To carry out other reasonable duties as may be required by the Headteacher commensurate with the function and grade of the post.
- You will be expected to carry out all duties in context of and in compliance with the local authority and the school's Equalities Policy.

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Person specification

Criteria	Essential	Desirable
Qualifications		
Level 2 or above qualification required in a childcare or relevant subject area.	✓	
First Aid or Learning Support training		✓
Experience		
Experience of working with young children in a paid or unpaid capacity.	✓	
Experience of working with children with special needs	✓	
Skills and Abilities		
Ability to relate to young children.	✓	
Ability to understand and apply instructions of senior staff in respect of supporting children with special needs.	✓	
Ability to carry out necessary tasks for the physical care of pupils.	✓	
Ability to relate to teaching and support staff within the school and external professionals and to work co-operatively as part of a team.	✓	
Ability to prepare resources and carry out simple maintenance of equipment.	✓	
Good planning and organisational skills.	✓	
Ability to take initiative and to be flexible and positive.	✓	
Ability to communicate effectively, both orally and in writing and to maintain records of children's progress.	✓	
Willingness to undertake training and development as required.	✓	
Knowledge		
Knowledge of the social, welfare and physical needs of young children.	✓	
Awareness of special educational needs and issues of inclusion.	✓	
Awareness of health and safety issues.	✓	
Understanding of and ability to work within an Equal Opportunities framework.	✓	

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