

Sunnyfields Primary School

Job Description

EYFS Learning Support Assistant

Job Title: Learning Support Assistant

Grade: Grade 05

School: Sunnyfields Primary School

Responsible to: Headteacher / Designated Teacher

Supervisory Responsibility: None, other than assisting in the work familiarisation of new employees

Purpose of the Role

- To provide support to EYFS pupils, including those with special educational needs (SEN).
 - To assist teachers in raising pupil attainment and ensuring all pupils have equal opportunities to reach their full potential.
 - To promote pupils' safety, well-being, enjoyment, independence and enthusiasm for learning.
 - To contribute to the development of confident, responsible and caring pupils who take pride in themselves and the school.
 - To help maintain a stimulating, welcoming learning environment and support the smooth running of the school.
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Key Duties and Responsibilities

1. Supporting Teaching and Learning

1. Supervise and support pupils, including those with SEN, ensuring their safety and access to learning activities.
2. Support the development of active learning strategies.
3. Assist with the creation and implementation of Individual Education Plans, Behaviour Plans and personal care programmes.
4. Provide care and support for pupils with SEN, including the transportation of any associated equipment.
5. Build positive relationships and interact with pupils according to their individual needs.
6. Promote the inclusion and acceptance of all pupils.
7. Encourage cooperative learning and positive interaction between pupils.
8. Promote independence, confidence and self-esteem.
9. Use digital tools (e.g. iPads) to record achievements and log accidents/incidents.

10. Provide learning support for pupils individually, in groups or within whole-class settings.
 11. Mentor and assist pupils with communication difficulties.
 12. Provide feedback to pupils on progress and achievement.
 13. Provide cover supervision for lessons in the teacher's absence, where required.
 14. Support effective use of ICT in the learning process under the direction of the class teacher.
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2. Supporting Teachers

1. Help maintain a purposeful, orderly and supportive classroom environment and assist with displays of pupils' work.
 2. Use agreed strategies, in liaison with the teacher, to support pupils in achieving learning goals.
 3. Assist in planning learning activities.
 4. Monitor pupils' engagement and progress and record outcomes as directed.
 5. Provide regular, detailed feedback to teachers regarding pupil progress and concerns.
 6. Promote positive behaviour and respond promptly to conflict or incidents in line with school policies.
 7. Build constructive relationships with parents and carers.
 8. Administer routine tests, invigilate examinations and undertake basic marking tasks.
 9. Support phonics interventions for identified pupils.
 10. Provide general administrative support, including photocopying, filing, typing and laminating.
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3. Supporting the Curriculum

1. Deliver learning activities within an agreed system of supervision, adjusting approaches according to pupils' needs and responses.
 2. Deliver local and national learning strategies and use related opportunities to develop pupils' skills.
 3. Use ICT effectively to enhance learning and help pupils develop digital competence and independence.
 4. Select, prepare and organise resources to support learning activities, taking account of pupils' interests, cultural backgrounds and language needs.
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4. Supporting the School

1. Adhere to all school policies and procedures, including those relating to safeguarding, health and safety, confidentiality and data protection.
2. Contribute to the overall ethos, aims and work of the school.
3. Communicate effectively with external professionals and agencies, in liaison with the teacher, to support pupil progress.
4. Contribute to pupil progress reviews when required.

5. Participate in relevant training and professional development.
 6. Assist with out-of-school learning activities such as educational visits and swimming lessons.
 7. Undertake break-time supervision duties as per the rota.
 8. Carry out tasks as required to support the smooth operation of the classroom and wider school.
 9. Undertake any other duties reasonably directed by the Headteacher.
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Additional Information

Duties must be carried out in compliance with school policies and procedures, including safeguarding, equal opportunities, information security, financial regulations and all relevant health and safety legislation.

This job description is not exhaustive and may be amended following consultation to meet the changing needs of the school