**Hose Church of England Primary School**

**Job Description**

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| Job Title | Learning Support Assistant in Class 1  | Post Number |  |
| Responsible to | Line Manager and Head teacher | LCC Pay Scale | Point 7 |
| Overall Purpose: To provide a welcoming and safe environment for our Reception and Key Stage 1 pupils. To help them to feel secure and encourage participation in all aspects of school life. You will help raise pupil’s standards of achievement and support their development in all aspects. You will be involved in planning a range of activities and making learning a fun and enjoyable experience. To work as part of our Early Years and Key Stage 1 class under the guidance of the class teacher in the planning and implementation of the early years foundation stage (EYFS) and other national programmes/strategies with individuals or groups of pupils or the whole class to promote effective teaching and learning. |

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| Principal Accountabilities |
| 1 | Provide early years/key stage 1 education within the specifications of Foundation Stage Curriculum Guidance and Key Stage 1 curriculum  |
| 2 | Prepare play and other educational activities in which all children can interact and develop mentally, physically, emotionally, socially and culturally. |
| 3 | Play a full part in the planning of provision, assessing progress and record keeping for the children in Class 1 (EYFS and KS1) |
| 4 | Observe and record each child’s progress and discuss with teaching staff and parents |
| 5 | To promote the inclusion and acceptance of all children |
| 6 | Guide and assist each child’s development, and to follow programmes set by outside agencies and SENDCo for children with special educational needs. |
| 7 | Prepare and manage resources and displays to create a safe environment that is conducive to learning. |
| 8 | Attend to the welfare of all children including caring for them when sick and providing first aid for minor injuries. |
| 9 | Liaise with and support parents/carers as required |
| 10 | To follow the schools safeguarding policy and procedures. |
| 11 | Take part in regular fire drills and follow all aspects of the health & safety policy |
| 12 | Attend the five non-contact days and staff meetings. |
| 13 | Any other duties and responsibilities appropriate to the grade and level of responsibility of the post |
|  | In your role you are required to speak English with sufficient fluency to effectively perform your duties, as required by Section 77-84 of the Immigration Act 2016 |
|  | The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.  |