

**Job Title: Early Years LSA**

**Responsible to: EYFS Leader / Headteacher**

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**CORE PURPOSE:**

- To work collaboratively within the school community to instil in each child a love of learning for life that enables them to achieve beyond what they thought possible.
- To promote the highest standards of education in a caring and supportive environment where children feel safe, secure and ready to learn
- To support the teacher in order to promote effective teaching and learning for the pupils in the Early Years setting.
- To support the teacher in providing for the education and welfare of all children in the school, taking account of their needs
- To act as Key Person to a given group of children (nursery)
- To share in the corporate responsibility for the well-being and discipline of all pupils
- To provide high standards of childcare and education to ensure compliance with Ofsted requirements
- To be responsible for own safety and the safety of those affected by the role, in accordance with the Health and Safety at Work Act, Management of Health and Safety Regulations as appropriate.

**Personal and Professional Conduct**

- Show professionalism by having proper regard for the ethos, policies and practices of the school and EYFS
- Consistently demonstrate the positive attitudes, values and behaviour which are expected of pupils
- Develop and sustain effective relationships within the school community
- Have regard for the need to safeguard children's wellbeing by following statutory guidance along with school policies and practice
- Respect all individual differences and cultural diversity
- Commit to improving own practice through self-evaluation and awareness
- To ensure that all staff understand the importance of respecting the confidentiality of sensitive family information (subject to child protection policies and procedures).
- To attend relevant training/conferences/meetings to support professional development, keeping up to date with childcare/education practice

### **Knowledge and Understanding**

- Share responsibility for ensuring that own knowledge and understanding is relevant and up to date by being a reflective practitioner
- Respond to advice and feedback from colleagues
- Take opportunities to acquire skills, qualifications and/or experience to develop in LSA role
- Demonstrate expertise and skills in understanding the needs of the children
- Know how to contribute effectively to the adaptation and delivery of support to meet individual needs
- Demonstrate a relevant level of subject and curriculum knowledge to effectively support teachers and children
- Understand own roles and responsibilities within the classroom and the whole school context recognising that these may extend beyond a direct support role
- To work alongside the teacher implementing and monitoring systems of observation to enable children's progress and achievements to be regularly and effectively assessed and recorded.
- To work in partnership with parents on their child's development and progress, keeping up to date records of all children and providing regular feedback to parents.
- To provide a stimulating environment that encourages learning through play and prepares children for the next stages of development.
- To ensure that all preparation of children's meals and snacks meet food hygiene standards (nursery)
- Be willing to undertake occasional intimate care

### **Teaching and Learning**

- Demonstrate an informed and efficient approach to teaching and learning
- Adopt relevant strategies to support the work of the teacher
- Adopt strategies to increase children's achievement including those with special educational needs
- To offer all children equal opportunities with regard to their religion, racial origins, gender, disabilities, cultural or linguistic background; in particular challenge situation where racism or discrimination is displayed.
- Promote, support and facilitate inclusion by encouraging participation of all children in learning and extracurricular activities
- Use effective behaviour management strategies in line with school's policies and procedures
- Contribute to effective assessment and planning by supporting monitoring and reporting of children's performance and progress
- Communicate effectively with children, adapting to their needs and supporting their learning
- Use effective questioning and listen carefully to pupils, addressing misconceptions
- Maintain a safe and stimulating learning environment
- Participate in out-of-class activities (off-site trips) to enrich children's knowledge and understanding
- To ensure positive management of children's behaviour.
- Be willing to undertake occasional intimate care.
- To order and maintain equipment and resource in the nursery, ensuring they are in a good condition and suitable for use.

### Working with others

- Respect the role and contribution of other professionals, parents and carers
- Be willing to undertake occasional intimate care
- Liaise effectively with others and work in partnership with them
- Keep other professionals accurately informed of performance and progress and share concerns about a child's learning (with the teacher)
- Share knowledge to inform planning and decision making
- Work collaboratively with teachers and other colleagues
- communicate knowledge and understanding of the child with other school staff and education, health and social care professionals so that informed decisions can be made for intervention and provision
- contribute to whole school priorities for development
- confidently support teachers in reaching creative solutions to some of the variety of challenges they face

To support the school through taking on reasonable job roles, that the Head Teacher may request to meet the needs of the children

**Additional Information:** *This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. It may be amended from time to time in consultation with the post holder concerned and duties may vary from time to time without changing the character or general level of responsibility.*