



## Reception Learning Support Assistant (LSA)

### Job Description

**Role Title:** Reception Learning Support Assistant (LSA)

**School:** Heygreen Primary School

**Trust:** Rainbow Education Multi-Academy Trust (MAT)

**Contract:** Permanent, Term-time only (+ 5 INSET days) **Salary:** Grade 2, SCP 3 – 5 **Hours:** 32.5 hours per week (Monday – Friday, 08:30 – 15:30)

**Reporting To:** Headteacher

### Key Purpose of the Role

To support the class teacher in the effective delivery of the **Early Years Foundation Stage (EYFS) curriculum** for children in the Reception class, ensuring a safe, nurturing, and stimulating learning environment that promotes independence and academic progress.

### Key Responsibilities

#### 1. Support for Pupils & Learning

- Assist in the organisation and preparation of the classroom environment and resources, ensuring **continuous provision** is effectively maintained.
- Support the implementation of high-quality teaching, working with individuals and small groups to reinforce learning objectives across all areas of the EYFS curriculum.
- Lead **targeted interventions** (e.g., phonics, early communication, mathematics) under the direction of the class teacher.
- Observe and monitor pupils' progress and behaviour, providing accurate feedback to the class teacher for formative assessment and record-keeping.
- Promote and reinforce high expectations for pupil behaviour and achievement, managing routines and transitions effectively.



## **2. Support for the Class Teacher & Curriculum**

- Assist the class teacher with general administrative tasks, such as photocopying, mounting work, and preparing displays.
- Contribute to the implementation of Education Health and Care Plans (EHCPs) and other support strategies for pupils with Special Educational Needs and Disabilities (SEND).
- Attend and contribute to relevant staff meetings, training sessions, and school events as required.

## **3. Safety and Safeguarding**

- Ensure the safety and well-being of pupils at all times, both inside and outside the classroom.
  - Adhere to the school's and Trust's policies, particularly those related to **Safeguarding** (in line with **Keeping Children Safe in Education**), child protection, and health and safety.
  - Provide support with personal care needs for pupils as necessary, while maintaining dignity and respect.
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## **Person Specification**

### **Qualifications & Training**

#### **Essential Criteria (E)**

- Relevant Level 2 or 3 qualification in Early Years, Childcare, or Supporting Teaching and Learning.
- Secure knowledge of the **EYFS framework** and the principles of continuous provision.

#### **Desirable Criteria (D)**

- Evidence of continuous professional development (CPD) relevant to Early Years.

### **Experience**

#### **Essential Criteria (E)**

- Recent and relevant experience working with children aged 3–5 in a school or registered early years setting.
- Experience of successfully implementing targeted learning interventions.

#### **Desirable Criteria (D)**

- Experience supporting children with SEND.

### **Knowledge & Skills**

#### **Essential Criteria (E)**

- Strong numeracy and literacy skills (GCSE Maths and English, or equivalent).
- Excellent verbal and written communication skills to interact effectively with pupils, parents, and staff.



- Ability to use IT effectively to support learning and administrative tasks (e.g., Microsoft Office).
- Ability to manage classroom behaviour positively and effectively.

### **Personal Qualities**

#### **Essential Criteria (E)**

- **Nurturing, positive, and resilient** attitude with a genuine passion for working with young children.
- High expectations for all pupils' achievement and behaviour.
- Ability to work effectively as part of a team and demonstrate initiative when working independently.
- Reliability, excellent timekeeping, and a professional demeanour.

### **Safeguarding & Ethics**

#### **Essential Criteria (E)**

- Commitment to promoting and safeguarding the welfare of children and young people (in line with **KCSIE**).
- An understanding of confidentiality and data protection principles.