

## Somerset Nursery School

### JOB DESCRIPTION

#### **Learning Support Assistant**

**Grade:** Scale 1C scp 2

#### **Purpose of the Job**

**Responsible, under the direction of the Teacher/SENCo, to support pupils with special educational and general learning needs to access the full range of learning opportunities available throughout the provision.**

#### **Main Responsibilities**

##### 1. SUPPORT FOR PUPILS

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters including medical procedures following appropriate training
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate

##### 2. SUPPORT FOR THE TEACHER

- Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils work
- Be aware of pupil problems, progress and achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather and report information from and to parents or carers as directed
- Provide basic clerical and administrative support e.g. photocopying, typing, filing, collecting money etc.

##### 3. SUPPORT FOR THE CURRICULUM

- Develop secure attachments with children to support good mental health and wellbeing

- Support and encourage children to access the full range of learning experiences available across the provision through 1:1 and small group interactions
- Have a sound knowledge and understanding of children's individual education plan targets (IEP) and implement agreed strategies to support learning across the whole EYFS curriculum
- Facilitate inclusion in small group activities and support peer to peer interaction
- Develop learning materials and resources e.g. visual prompt cards

#### 4. SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- To carry out any other duties appropriate to the grading level as required by the Headteacher
- To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation
- To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection