



BIRCHWOOD NURSERY SCHOOL

Birchway, Hatfield, Hertfordshire AL10 0PD

Tel: 01707 262648

Headteacher: Margaret Stocks

A Bright Start to a Brighter Future

Birchwood Nursery School

Job Title: Learning Support Assistant

Grade: H2

Main Purpose of the Role

To work with the Nursery Lead, SENDCO and Early Years Practitioners as part of a professional team to support the learning of the children. To support the inclusion of all children, ensuring they have equal access to opportunities to learn and develop.

Key Responsibilities

- Undertake the direct instruction of the Nursery Lead and Early Years Practitioners and support learning by working with individuals or groups of children. This will include supporting learning through play, both inside and outside, teaching specific skills and encouraging independence.
- Support learning of all children, including those with additional needs. This will include implementing targets on personalised learning plans and reporting on children's progress to key workers.
- To ensure resources are prepared and cleared away and the classroom environments are inviting for the children to learn in.
- To assist the children with personal needs including toileting, hygiene, dressing and eating.
- To support children who are unwell, distressed or unsettled.
- To provide support for the children's emotional and social needs by encouraging and modelling positive behavior in line with Birchwood Nursery School's Relationships and Positive Behaviour Policy.
- To record details of all accidents and pass them onto parents/carers. Be aware of and comply with policies and procedures including those relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.
- To attend relevant meetings and participate in training opportunities and professional development as appropriate.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Job Context

- The jobholder is one of a team who support the learning and care of the children. Flexibility by all staff is important in order to meet the varied needs of children who attend the Nursery.
- Whilst this role is based in the Nursery, you may, at times, be required to work within both the 2-year-old and the 3-year-old provision in Preschool.



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- Work is normally carried out in the classrooms and children have free access to the outdoor area through all seasons and weather conditions.

Knowledge, Skills and Abilities

Experience of working with 3 and 4 year olds is essential, but the following are desirable and will be considered:

- Level 2 or 3 qualification in early years childcare'/education or the commitment to gain the qualification.
- Knowledge of the Early Years Foundation Stage Framework.
- Experience of working with children, supporting learning and development and encouraging acceptable behaviour.
- A commitment to safeguarding children.
- Knowledge and compliance with policies and procedures relevant to child protection, and health and safety.
- Knowledge and procedures for supporting learning activities.
- Excellent communication skills.
- Strong interpersonal skills and empathy.
- Team working
- Demonstration of alignment with Birchwood Nursery's Aims and Values.

Physical Effort

- There is a requirement for the post holder to be physically fit as some of the work requires being able to work on the floor with young children, join in physical play and to be able to lift and carry children and resources.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service (DBS) as part of Hertfordshire County Council's pre-employment checks.

The role will be reviewed annually as part of the appraisal cycle.

Signed Date: