

APPLECROFT SCHOOL



JOB DESCRIPTION FOR LEARNING SUPPORT ASSISTANT

Salary Scale: H3
Hours: 37 hours per week, term-time only
8:15am-4:15pm (Monday, Tuesday & Thursday),
8:15am-4.45pm (Wednesday) and
8:15am-3:45pm (Fridays)
With 30 minutes lunch break every day.

Accountable To: Headteacher and Senior Leadership Team (SLT)
Line Manager: Early Years Phase Leader

PURPOSE OF THE ROLE:

- To assist the EYFS teachers with the implementation of the Early Years Foundation Stage at Applecroft School and to work as an effective member of the Early Years team.

RESPONSIBILITIES:

- To uphold the school's ethos and values; acting as a supportive colleague and positive role model to others
- To assist all teacher(s) in the day-to-day management of the Nursery and/or Reception
- To support the planning of activities and contribute to the decision making and implementation of all planning
- To assist teaching staff in setting up challenging and stimulating learning situations indoors and outdoors to help children develop skills in all areas of the curriculum
- To ensure a safe working environment both indoors and outdoors for staff and children
- To encourage personal hygiene and independence with the children and to assist where necessary
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
- To take full responsibility for a larger group of children both in and away from the classroom when required
- To work with whole classes, individuals, pairs and groups of children supporting them in their work in and away from the classroom
- To promote the welfare of all children
- To provide planned and unplanned short term cover supervision of classes where necessary

- To participate fully in all induction and transition procedures for children, for example, attend welcome evenings and home visits
- To be involved with meetings with parents/carers to discuss children's needs, for example, parent consultations
- To share in the management of students and voluntary helpers
- To assist in implementing the themes and principles of the EYFS and the school's curriculum to achieve best practice and help children fully unlock their potential
- To share responsibility for the delivery of the seven areas of learning in the Foundation Stage
- To support each child's stage of development as they progress towards the Early Learning Goals
- To have responsibility, alongside the class teacher, for the assessment, recording and monitoring of children
- To assess and record children's progress using the Development Matters, EYFS Profile statements and our curriculum as a guide
- To help in identifying and supporting children with SEND
- Initiate ideas, innovate plans, and implement them
- To share responsibility for meeting the needs of each child in Nursery or Reception and respond sensitively to their feelings, ideas and behaviour
- To establish positive and supportive relationships with children, parents and carers
- To take part in the school's annual performance management procedures
- To be proactive in identifying needs for training.

LSAs WITHIN THIS ROLE MAY ALSO UNDERTAKE SOME OR ALL OF THE FOLLOWING:

- To provide cover over lunchtimes when necessary
- To maintain the quality of provision across lunchtimes if required
- Assist with break-time supervision including facilitating games and activities
- To have frequent contact with parents, carers, and visiting professional staff, such as educational psychologists and Speech and Language Assistants
- To attend whole school staff meetings each week and INSET Days (when required)
- To attend in-house and external training when required
- Support pupils in developing and implementing their own personal and social development
- Support the use of IT in the curriculum
- Physically assist children in activities (may involve lifting, where mobility is an issue)
- Invigilate exams and tests
- Update pupil records and input information and/or data when required
- Monitor and manage stock and supplies for the classroom.

SCHOOL'S ETHOS, POLICIES AND PROCEDURES:

- To promote the nurturing ethos of the school and uphold our mission statement, vision and values
- To adhere to, and promote all school policies and practices including the 8 Habits

- To use information technology systems integral to the school's systems and as required to carry out the duties of the post in the most efficient and effective manner
- To promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom
- Support pupils in social, mental and emotional well-being
- Use therapeutic behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work cooperatively with others
- To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this Job Description and its objectives as required by the Class Teacher or Senior Leadership Team.

SAFEGUARDING:

- To promote the welfare and well-being of all pupils and staff
- To remain vigilant and do everything possible to protect children and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the DSL or DDSLs and incidents of this nature you witness, hear about or suspect
- To be vigilant in the care of all children and those concerning child protection issues and to follow the county and school procedures in the case of a disclosure from a child.

EQUAL OPPORTUNITIES:

- To implement the county and school's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, age, gender, disability, sexuality or status or any protected characteristic
- To take responsibility, appropriate to the post, for tackling unlawful discrimination amongst all groups in-line with the Equalities Act 2010
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop
- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual(s) involved understands it is unacceptable at Applecroft School and the wider society.

HEALTH AND SAFETY:

- In carrying out the tasks in this job description you have a duty (under Health and Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedures and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community
- To ensure county and school guidelines and procedures for Health and Safety are adhered to

- To ensure a safe working environment both indoors and outdoors for staff and children
- Organise and safely manage the appropriate learning environment and resources
- To attend to and record minor accidents and incidents and to report injuries of concern to the Line Manager (EYFS Phase Leader) or other member of SLT.

DATA PROTECTION:

When working with computerised and online systems to always be completely aware of responsibilities under the Data Protection Act 1998 for security.

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 DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.

The job may include clearing up blood or other bodily fluids of children. County guidelines must be adhered to for your own safety.

This role will be reviewed annually as part of the appraisal and performance management process.

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.