

Learning Support Assistant Job Description

Handsworth Pre-school



Name of Pre-school	Handsworth Pre-school
Address	Highams Park Baptist Church Cowling Hall Cavendish Road Highams Park E4 9NG
Job Title	Learning Support Assistant
Job Holder	
Responsible to	The Pre-School Leader/SENCO (Janet Cushing) or in her absence, the Deputy Pre-School Leader (Louise Paul).
Responsible for	Working with the SENCO to support the learning and development of { }.
Hours of work	Variable subject to the hours of attendance of { }.
Holidays	As per Pre-School term times.
Salary	Minimum Wage

Purpose of the job

To work under the direction of the setting's SENCO, Janet Cushing, to help provide a safe, stimulating and enjoyable learning environment for {name}.

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Main duties

Teaching and Learning

Working under the direction of, and with support from, the SENCO:

1. To broaden {name's} play experiences by ensuring they can access all play areas within the Pre-School.
2. To support {name's} language and communication skills by modelling speech and positive interactions with adults and with other children through play.
3. To support {name's} gross motor skills in line with the programme provided.
4. To support {name's} learning across all areas of the Early Years Foundation Stage, in line with the programme provided.
5. Initially to work one-to-one with {name} but over time, to expand activities to small group and shared play as directed by the SENCO.
6. Over time, to undertake general tasks as allocated across the Pre-School session routine, to provide cover and to release SENCO/key person or other trained staff to work one-to-one or in small groups in support of {name's} learning needs.
7. To observe and record the child's progress within the learning priorities identified, as directed by the SENCO.
8. To support and enable {name} to participate in all aspects of Pre-School routine, including snack time and songs and story time.
9. To undertake any other reasonable duties directed by the SENCO.

Safeguarding and Welfare

10. To enable {name} to access snacks/drinks during the session and to ensure his/her safety whilst eating/drinking
11. To enable {name} to move around, indoors and out, safely
12. To seek the assistance of a child's key person (or appropriate staff member) when it comes to toileting or other personal care issues for the child.
13. To advise the SENCO/Pre-school Leader of any child protection, or health and safety concerns should they arise.
14. To know and comply with the Pre-School's safeguarding policy.

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Staff Supervisions

15. To participate in the setting's staff review and appraisal programme; and to undertake any training in support of the role or in developing a broader understanding of a child's needs as advised by the Pre-School Leader/SENCO. You will also be offered informal opportunities to discuss the development of your role with the SENCO either as part of or separately to the review and appraisal programme.

Confidentiality

16. To direct {name} parents/carer to the SENCO should questions about his/her progress arise. It is the responsibility of staff to discuss the child's day at the setting with the parents/carer.
17. To keep confidential within the Pre-School any information regarding {name} or their family; or information relating to any other child, family or staff member which is acquired as part of the role.
18. To know and to comply with the Pre-School's data protection policy.

NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders, which have been made against them.