

Handsworth Pre-School

Learning Support Assistant



Job Description

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 Manager/SENCO or in her absence, the Deputy Pre-School Manager.
Responsible for	Working with the SENCO to support the learning and development of the nominated child.
Hours of work	<p>Monday to Friday - 9.00am-12.00 subject to the hours of attendance of the named child(ren) and/or cover duties as agreed with the Pre-School Manger.</p> <p>This is a temporary role. There may be potential for renewal at the end of the academic year subject to the candidate and the needs of the Pre-School.</p> <p>There is some flexibility around hours and applications from part-time and/or job share candidates are welcome.</p>
Holidays	As per Pre-School term times.
Salary	National Minimum Wage.

Job Description

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 the named child/children.

Main duties

Teaching and Learning

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

1. To broaden play experiences and skills by ensuring child/children can access all play areas within the Pre-School.
2. To support language and communication skills by modelling positive interactions with adults and with other children through play.
3. To support motor skills in line with the programme provided.
4. To support behaviour and learning across all areas of the Early Years Foundation Stage, in line with the programme provided.
5. To be able to lead learning one-to-one and in small groups as directed by the SENCO.
6. To observe and record the child/children's progress within the learning priorities identified, as directed by the SENCO.
7. To support and enable participation in all aspects of Pre-School routine, including snack time and songs and story time.
8. To undertake any other reasonable duties directed by the SENCO/Pre-School Leader.
9. To provide ad hoc and occasional cover for absent staff, subject to request of the Pre-School Leader and only on days when named child is absent or is not scheduled to attend.

Safeguarding and Welfare

10. To enable access social time at the snack table.
11. To enable the child/children to move around, indoors and out safely taking account of any specialist equipment.
12. To seek the assistance of a child's/children'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.

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 parents/carers to the SENCO should questions about progress arise. It is the responsibility of staff to discuss the child's/children's day at the setting with the parents/carer.
17. To keep confidential within the Pre-School any information regarding the child/children or their family/families; 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.

Person Specification – Learning Support Assistant

Essential

Interest in working with children with additional learning needs, one to one or in small groups.

Flexible approach – ability to work as part of a team and to be able to take own initiative when appropriate.

Flexible approach – ability to work one-to-one with a child and to manage small groups of children, leading play for the benefit of the named child/children. To be able to manage play in a larger group occasionally.

Willingness to learn.

Clear communication skills with children and adults.

Commitment to keeping children safe.

Desirable

Experience of working with children with additional working needs.

Experience of working with very young children.

Knowledge of the early years foundation stage and/or child development (early years).

Full and relevant early years or teaching assistant qualification.

Efficient written skills and ability to keep relevant child developmental records.

Experience can be drawn from previous job roles, voluntary or charity work, or home life.