



## Comet Nursery School & Children's Centre

### Job Description

**Post:** Learning Support Assistant

**Location:** Comet Nursery School & Children's Centre

**Responsible to:** Headteacher

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#### Functions of the post:

To work under the supervision of the Headteacher and Special Education Needs Co-ordinator (SENCo) to support individuals and small groups of children with special educational needs.

#### Duties/Responsibilities

- Under the supervision of class teacher and SENCO, to assist in devising and carrying out programmes to support the children's learning and development.
- To promote and work within inclusive practice and procedures, fostering understanding and tolerance of equality issues among children/staff/parents/carers and actively supporting the inclusion and achievement of children with additional needs.
- To foster the development of children's self esteem and help them to develop good relationships with adults and children.
- To aid effective learning through working with individuals or groups of children, for example by:-
  - facilitating access to learning opportunities across the curriculum
  - ensuring the child is able to use equipment and materials provided
  - motivating and encouraging the child as required.
- To work in close partnership with parents and families and foster positive links between home and school
- To supervise the pupil on school premises as required (both indoors and outdoors) and, by arrangement, on school visits.
- To develop an understanding of the specific needs of the child/children supported and general knowledge of special educational needs.
- In consultation with the class teacher and SENCO and in the context of the school's policies, to assist in promoting positive behaviour for the child/children.
- To carry out, as necessary, physical tasks for the care of the children, e.g. physiotherapy/occupational therapy tasks, language groups, following guidance and training from senior staff or external professionals.
- To carry out intimate care for those children who require it and support potty training where necessary.
- To carry out simple routines of maintenance of equipment needed for the children and assist with the preparation and organising of resources.
- Under supervision of the class teacher and SENCO, to assist with recordkeeping of the child/children's progress, and to contribute to Individual Education Plans, reports

and presentations at review meetings with other staff, parents/carers and other professionals.

- To ensure that confidentiality is maintained at all times with regard to children and families and to wider school issues.
- To contribute to the effective running of the learning environment by supporting colleagues with general classroom duties as required.
- To be a good role model for the children in the way that you relate and talk to them, respond to their needs and in the way you relate to colleagues.
- To work co-operatively and supportively as part of the school staff team.
- To ensure that high standards and levels of health and safety are maintained and taught to the children and to report any issues of concern to the appropriate member of staff immediately.
- To work within the school's Safeguarding Policy and procedures, bringing any concerns to the attention of senior staff or the designated safeguarding officer as soon as possible and in the appropriate manner and complete an alert form.
- To be fully committed to working within and implementing all school policies.
- To participate in training and development as required.
- To help promote the aims of the school among children, parents/cares and the wider community.
- To carry out other reasonable duties as may be required by the Headteacher commensurate with the function and grade of the post.
- You will be expected to carry out all duties in context of and in compliance with the local authority and the school's Equalities Policy.

## **Person Specification**

**Post Title:** Learning Support Assistant

**Responsible to:** Headteacher

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Level 2 or above qualification required in a childcare or relevant subject area.	✓	
First Aid or Learning Support training		✓
<b>Experience</b>		
Experience of working with young children in a paid or unpaid capacity.	✓	
Experience of working with children with special needs	✓	
<b>Skills and Abilities</b>		
Ability to relate to young children.	✓	
Ability to understand and apply instructions of senior staff in respect of supporting children with special needs.	✓	
Ability to carry out necessary tasks for the physical care of pupils.	✓	
Ability to relate to teaching and support staff within the school and external professionals and to work co-operatively as part of a team.	✓	
Ability to prepare resources and carry out simple maintenance of equipment.	✓	
Good planning and organisational skills.	✓	
Ability to take initiative and to be flexible and positive.	✓	
Ability to communicate effectively, both orally and in writing and to maintain records of children's progress.	✓	
Willingness to undertake training and development as required.	✓	
<b>Knowledge</b>		
Knowledge of the social, welfare and physical needs of young children.	✓	
Awareness of special educational needs and issues of inclusion.	✓	
Awareness of health and safety issues.	✓	
Understanding of and ability to work within an Equal Opportunities framework.	✓	