



JOB DESCRIPTION

Nursery: SKETCHLEY HILL MENPHYS NURSERY

Job Title: Learning Support Assistant

Grade: 5

Name: MASTER

Responsible To: Headteacher

Responsible For:

**Key Relationships/
Liaison with:** Teacher, Class Leads, Other classroom support staff,
Leadership team, Other agencies

Job Purpose: To work under the direct supervision of a teacher to provide support for teaching and learning and associated activities in accordance with Nursery policies and procedures. This may include providing general support for whole class learning activities and/or supporting individuals or small groups.

**Occupational
Standards:**

MAIN DUTIES AND RESPONSIBILITIES:

1. To provide agreed support to the Teacher and Class Lead in the delivery of planned whole class learning activities.
2. To work under the direct supervision of a Teacher/Class Lead to carry out planned learning activities with small groups or individual pupils, providing feedback on their engagement in activities and their achievement of the desired learning objectives.
3. To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
4. To observe and feedback to teacher/classroom lead practitioner on pupil performance and behaviour, taking action as appropriate in line with relevant Nursery policies.
5. To support the physical, intellectual, emotional and social development of pupils, including contributing ideas and suggestions to support planning, to meet their development needs.
6. To interact with and respond positively to children, young people and adults.

7. To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the Nursery team.
8. To support pupils to improve their numeracy and literacy skills through focused learning activities and more generally across the curriculum.
9. To prepare and utilise ICT resources to support pupils learning.
10. To prepare and support the use of learning materials and create visual displays, in accordance with the requirements of the teacher, in order to facilitate a relevant physical learning environment.
11. To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.
12. To contribute to the provision of support for pupils whose first language is not English, in line with the Nursery's communication policy.
13. To support the moving, handling and repositioning of pupils with physical impairments using appropriate equipment if necessary.
14. To prepare and maintain environments, equipment and materials as required for therapy sessions and provide support to pupils in respect of their therapy, giving feedback where appropriate.
15. To encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks if required).

Optional extra responsibilities not affecting the grade of the post:

16. To undertake midday supervision duties.
17. To provide toileting and healthcare support to pupils as necessary*.
18. To support, as appropriate, in instances where pupils are unwell whilst at the Nursery*.

*These duties only to be undertaken after appropriate risk assessment and training.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply :

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the Nursery.
- (b) The postholder may be required, at times, to work across other Nurseries / establishments / relevant agencies in the locality.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

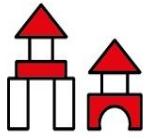
This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.

Name: _____

Signature: _____

Date: _____



PERSON SPECIFICATION

Nursery: SKETCHLEY HILL MENPHYS NURSERY

Job Title: Learning Support Assistant

Grade: 5

	Essential	Desirable	How assessed
<p><u>Qualifications</u></p> <ul style="list-style-type: none"> NVQ Level 3 in Early Years & Childcare or equivalent Full Driving Licence 		<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> App/Doc App/Doc
<p><u>Experience</u></p> <ul style="list-style-type: none"> Working with children with disabilities/SEN Working with pre-school children Working within a team 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> App/Int/Ref
<p><u>Knowledge</u></p> <ul style="list-style-type: none"> Knowledge of child development. Knowledge of Makaton sign language 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> App/Int/Ref
<p><u>Skills/Attributes</u></p> <ul style="list-style-type: none"> Ability and willingness to undertake professional development. Good interpersonal skills. Good written and oral communication. Initiative. Ability to carry out education programmes effectively and efficiently. Recognises a need for confidentiality and discretion. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 		<ul style="list-style-type: none"> App/Int Int/Ref Int/Ref Int/Ref Int/Ref Int/Ref
<p><u>General Circumstances</u></p> <ul style="list-style-type: none"> An understanding of and commitment to Equal Opportunities and the ability to apply this to strategic work and day to day situations. Attendance - evidence of regular attendance at work. 	<ul style="list-style-type: none"> ✓ ✓ 		<ul style="list-style-type: none"> App/Ref App/Int

	Essential	Desirable	How assessed
<u>Factors not already covered</u>			
Appropriate attitudes and values concerning children with disabilities in society.	✓		
Patient and sensitive	✓		
Enthusiastic and committed	✓		
Able to work flexibly	✓		
Well motivated and resourceful	✓		
A sense of humour	✓		
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	✓		

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)