

# **LEICESTER HIGH SCHOOL FOR GIRLS**

## **Early Years/Learning Support Practitioner**

### **JOB DESCRIPTION**

*The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.*

**Responsible to: EYFS co-ordinator/Head of the Junior Department**

#### **Personal**

- Relate well to children and their parents
- Work as part of a team
- Demonstrate a flexible approach
- Demonstrate an interest in current initiatives.
- Demonstrate a reasonable level of literacy, numeracy and computer skills

#### **Educational**

- Take an active part in the planning of activities
- Attend to the physical needs of the children
- Work with groups of children at a range of activities and assist in the preparation of teaching and learning resources under the direction of the teacher.
- Work with individuals pupils who have Special Educational Needs and Disabilities
- Take an active part in the displaying of children's work and items of interest
- Collaborate fully with colleagues and contribute to the monitoring, assessing, recording and reporting of pupils' progress.
- Accompany trips and assist with off-site activities e.g. swimming and athletics

#### **Clerical**

- Photocopying
- Laminating
- Assist in keeping resources and equipment in good repair.

#### **Supervision**

- Serving lunch and assisting at the dinner tables
- Supervision of the playground and indoor play activities during lunchtime
- Assist in maintaining the discipline, safety and good order of the school, by setting an example and sharing in supervisory duties, including lunch and break supervision.
- Compliance with all health and safety matters
- Supervision of children in the cloakroom

**Training**

- Level 3 childcare qualification or work towards this qualification
- Willingness to undertake appropriate training

**Meetings**

- Attend staff meetings and meetings with parents as required.
- Attend Staff Study Days
- Contribute to the selection of new entrants as required.
- Participate in Open Days when required.
- Participate in staff development and professional development