



## **PRIMARY LEARNING SUPPORT ASSISTANT EYFS and KS1**

### **Job specification:**

The post requires you to work under the instruction/guidance of the class teacher to undertake work/care/support programmes, to enable access to learning and to assist the teacher in the management of children in the classroom. Work may be carried out in the classroom or outside the main teaching areas. The age range is four to eleven.

- To work under the direction of the teacher; assist the measuring, impact and evaluation of teaching and learning
- Supervise and provide particular support for children, including those with special needs, ensuring their safety and access to learning activities
- To help children develop their focus and attention in support independent learning
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with children and interact with them according to individual needs
- To help children develop positive relationships with other children and adults
- Promote the inclusion and acceptance of all children
- To develop and promote children independence, social and communication skills, equal opportunities and racial equality including support for children in the community
- To develop knowledge and awareness of individual children, so that their needs can be met to the highest possible standard. Remain vigilant, sensitive and responsive at all times so that children gain confidence, and progress and problems can be observed, reported and acted upon
- Encourage the children to interact with others and engage in activities led by the teacher
- Set challenge and demanding expectations and promote self-esteem and independence
- Provide feedback to children in relation to progress and achievement under guidance of the teacher
- Create and maintain a purposeful, orderly and supportive environment, in accordance with the lesson plans and assist with the display of the children's work
- Use strategies, in liaison with the teacher, to support children to achieve learning goals, targets/appropriate to EYFS and KS1
- Assist with the planning of learning activities
- Monitor pupil's responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on children's achievement, progress problems etc.
- Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc
- Promote good child behaviour, dealing promptly with conflict and incidents in line with established

- policy and encourage children to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
  - Provide clerical/administration support e.g. filing, administering tests
  - Monitor and manage stock and supplies, cataloguing as required e.g. EYFS and KSI materials
  - Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
  - Undertake programmes linked to Trust, local and national learning strategies e.g. literacy, Monster Phonics, numeracy, EYFS and progress feedback to the teacher
  - Support the use of ICT in learning activities and develop children' competence and independence in its use
  - Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist children in their use e.g. from pencils to the internet
  - Attend and participate in relevant meetings as required
  - Participate in training and other learning activities and performance development as required
  - Accompany teaching staff and children on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
  - Provide written reports as required for statement reviews and attend meetings
  - To work with multidisciplinary teams including therapists, psychologists, visiting professionals, transport staff and parents when needed. Implementing agreed support work as appropriate.
  - For students with additional physical needs, to work within a team in taking responsibility for the welfare, hygiene and dietary needs of children/students.
  - To assist with any administrative tasks/work as assigned by the SENDCo
  - To provide break and lunch time supervision, as directed, as part of a rota
  - Successful candidates will be expected to actively participate in continual professional development and complete an LSA induction programme in areas that support the needs of identified students
  - It is understood that areas of responsibility are, from time to time, subjects to review and negotiable in the light of the needs of the school and the professional development of the staff