



Job Description – Level 2 Early Years Learning Support Assistant

Job Title:	Nursery Learning Support Assistant – Level 2
JD Reference:	LSA- Level 2
School/Academy:	Days Lane Primary School
Weeks:	38 Weeks- term time plus 5 staff training days
Hours of work:	33.75 hours (worked between 8.00am-3.45pm)
Salary:	Bexley 04 (negotiable dependent on experience)
Responsible to:	Class Teacher, Senior Leadership Team

Purpose of the Job

To work under the instruction and guidance of teaching and senior members of staff, to undertake work, care and support for pupil to access learning, including those with special needs. To assist the teacher in all aspects of the management of pupils.

Main Duties and Responsibilities:

- To work with groups of pupils under the supervision of the teacher including the implementation of learning activities.
- Prepare, maintain and use equipment/resources required for learning activities, assisting pupils as necessary.
- Establish good relationships with pupils as a role model, by presenting a positive personal image and responding appropriately to individual needs.
- Support pupils whilst at play to develop social skills, confidence and positive interaction.
- Promote independence and employ strategies to recognise and reward self-reliance.
- Encourage pupils to interact and work co-operatively with others.
- Attend to pupil's personal needs, including minor first aid and pastoral, social health, physical hygiene and welfare support.
- To ensure accurate records and observations are kept of pupil's
- Secure the safety, welfare and good conduct of pupils at all times.
- Promote the inclusion and acceptance of all pupils.
- Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the school policy.
- Establish constructive relationships with parent/carers.
- Under the direction of the nursery teacher, prepare the environment for learning, including display work.
- Assist with the supervision of pupil's out of lesson times, including before and after school and lunch time if required.
- Accompany the nursery teacher and pupils on visits, trips and out of school activities as required.
- Support the use of ICT in learning activities and develop pupil's competence and independence in its use.
- Attend weekly meetings and discussions, which contribute to the overall ethos/work/aims of the nursery.
- Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
- Understand and apply the school's educational and behavioural policies for developing pupils.
- Provide clerical and administration support for the nursery teacher.
- To attend all five staff training days (INSET) throughout the school year alongside teaching staff.
- To converse at ease and provide advice in accurate spoken English, this is essential for the post.

• **Other specific responsibilities:**

- To undertake any reasonable request from the Headteacher, School Business Manager and other members of the Senior Leadership Team.
- With the support, of the academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the children and young people.
- To understand and support any health and safety procedures in accordance with the academy's health and safety policy.
- To be aware of and comply with all school policy and procedures.
- Occasionally staff may be required to work beyond usual hours, for example during parents' evening – flexibility is required by staff to help accommodate the smooth running of these events and administration of the school. There is no automatic entitlement to paid overtime unless expressly agreed beforehand by your line manager.
- Maintain confidentiality at all times, ensuring compliance with GDPR with regards to handling and storage of data.

Personal and professional conduct:

The post holder should conduct themselves professionally at all times, treating pupils and staff with mutual respect, regardless of personal beliefs, in accordance with the School ethos, policies and practices.

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the School at the reasonable discretion of the line manager.

The successful candidate must have a commitment to safeguarding and promote the welfare of children and young people.



Person Specification – Level 2 Early Years Learning Support Assistant

	Essential	Desirable	Evidence
Qualifications And Experience	<ul style="list-style-type: none"> • Previous experience working with children in a nursery or school setting. • Certified Level 2 Early Years qualification. • Good numeracy and literacy skills • Good knowledge and understanding of child development and children and families' needs. • The post holder must have a good command of spoken English, which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience. 	<ul style="list-style-type: none"> • Experience of working with children with additional needs • Training in relevant learning strategies 	A, I, D
Skills	<ul style="list-style-type: none"> • Ability to use a range of technology • Effective use of ICT and various software packages to support learning • Ability to plan and organise. • Good problem solving skills • Ability to record and pass on information accurately. • Ability to encourage and enable others to develop their full potential. 	<ul style="list-style-type: none"> • Understanding of the importance of parental involvement. • Understanding the principles of child development and learning processes. • Knowledge of processes and barriers to learning, including e.g. behaviour management strategies. • First aid, music, art and computing skills 	A, I, R
Disposition and attitudes	<ul style="list-style-type: none"> • Ability to build relationships and work as part of a team. • The flexibility to adapt to changing workload demands and new challenges. • Open-mindedness and patience. 	<ul style="list-style-type: none"> • High levels of self-confidence. • Ability to relate well to other professionals. • Ability to self-evaluate learning needs and actively seek learning opportunities. 	I, R

	<ul style="list-style-type: none"> • A commitment to equal opportunities. • Ability to maintain confidentiality in all school matters. • Able to attend appropriate meetings and training. • Well presented. • Excellent punctuality. • 		
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Evidence

A = Assessed at application

I = Assessed at interview

R = Assessed through references

D = Assessed through supporting documents at interview