

# RECRUITMENT PACK



## CULFORD SCHOOL JOB DESCRIPTION

---

### **Pre-Prep and Nursery Learning Support Assistant**

**One year fixed contract**

**September 2026 start**

**Reports to: Head of Pre-Prep**

#### **The Appointment**

The School is seeking to appoint a flexible, forward-thinking, dynamic and innovative individual with excellent interpersonal and organisational skills to the role of Learning Support Assistant in the Pre-Prep.

You will work as part of a committed team with the EYFS and Key Stage One children. A sound knowledge of the EYFS is desirable.

Candidates must be highly motivated, imaginative and keen to regard this as an exciting opportunity for further career development.

#### **The Role**

The list below is not exhaustive and assumes that from time to time other tasks not listed may be required to ensure the efficient operation of the school.

- Implement all safeguarding policies and procedures
- Maintain excellent parent partnerships
- The supervision of health and safety
- Implement all Culford's policies and procedures
- Supporting the learning of all pupils in the Pre-Prep School aged 3-7 years including, but not limited to, in class and group support, small group and 1:1 interventions, observations and planning activities for the EYFS and KS1 curriculum
- Liaise with the Head of Pre-Prep to develop the role
- Help with school events, trips and activities

#### **The Person**

##### **Essential:**

- Qualifications and Training Level 3 or above that includes an Early Years Qualification
- Previous experience of working within a school setting.

# RECRUITMENT PACK



## CULFORD SCHOOL JOB DESCRIPTION

---

### **Desirable:**

- Experience of Early Years is desirable.

### **Personal Skills and Attributes**

- Be responsible, honest and reliable
- Be practical and enjoy working with children
- Stay calm in an emergency
- Have good verbal communication skills
- Understand safe working practice and health and safety legislation (training will be given)
- Be well organised and capable of prioritising work
- Be happy to work alone and as part of a group
- Have a smart and professional appearance and demeanour
- Be committed to supporting young people
- Be committed to the School's Equal Opportunities Policy
- Have a willingness to undertake appropriate professional development where necessary
- Be forward thinking and seek continuous improvement
- Model and promote the values of flexibility, innovation, dynamism and resilience

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.