



## ELMTREE INFANT AND NURSERY SCHOOL

### JOB DESCRIPTION – LEARNING SUPPORT ASSISTANT

*All staff have responsibility to take reasonable care for the Health and Safety of themselves and others when undertaking their work. All staff are responsible for cooperating with the LEA, school governors and Headteacher on all matters relating to health and safety by complying with Elmtree School's Health and Safety Policy.*

*All staff are required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.*

**Accountable and responsible to:** The Headteacher and SENCo

- To work as part of the team to improve the children's achievement in all aspects of their learning, social, emotional and physical development.
- To actively demonstrate the attributes related to the core values of the school and collaborate with colleagues. To support working relationship with the pupils, acting as role model and setting high expectations.
- To follow behaviour management plans and provide consistent strategies to managing behaviour. To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour.
- To plan and deliver, under the guidance of a Teacher and in line with Buckinghamshire guidelines. To work with class Teachers to ensure timely assessments are carried out and to work with the staff to develop appropriate targets for children.
- To assist with groups of children under the supervision of the Teacher, giving feedback as required.
- To become familiar with the weekly plans and learning objectives to ensure consistency of purpose.
- To record the children's progress on a regular basis through planned and incidental observations as well as marking children's work.
- As required, to prepare the classroom/outside areas for lessons, ensuring that specialist resources and equipment are available as necessary and cleared away at the end of the lessons as appropriate.
- To assist in maintaining a stimulating environment by regularly changing displays in partnership with the class Teacher.
- To liaise with parents/ carers or agencies involved in supporting development of special needs pupils.
- To attend training, either 'in house' or other courses to help with the delivery of nurture programmes and other specialist interventions linked to children's special educational needs.
- To attend liaison groups and share practice with colleagues in a professional manner.
- To become familiar with the targets and next steps for each child and the record keeping used to monitor their progress (if appropriate).
- Where appropriate, to support pupils with special



educational needs through the delivery of specific learning programmes as part of their individual provision maps.

- To work in line with all school policies and expectations of standards.
- To comply with policies and procedures relating to child protection, health, safety and security, SEN/Inclusion, behaviour and data protection, reporting all concerns to the appropriate named person.
- To share in the responsibility for the general health and welfare of the children in our care, including maintaining a safe school environment. To pass on to the class Teacher anything that is brought to their attention relevant to the welfare or safety of any child in their care.
- To deal with any ailments/injuries in class and be willing to change soiled clothes, nappies or pulls ups, administer first aid and to take the necessary precautions to avoid cross contamination if necessary.
- To assume responsibility for the children in the playground as timetabled or as requested.
- To accompany Teaching staff and pupils on visits, trips and out of school activities as required within contracted hours and to take responsibility for special needs pupils under the supervision of the teacher

This Job Description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time in consultation with you. It may include other tasks reasonably requested and agreed with your Line Manager.

May 2021