

Job Description for Learning Support Assistant – EYFS

Role: EYFS TA

Responsible to: Nursery Lead

Main purpose

To provide learning and care support for pupils in the EYFS provision. This will involve working with the Teacher/ Lead Practitioner to deliver activities, actively engage during free-flow and support pupils with routines, transitions and behaviour management.

General Duties and Responsibilities

Teaching and Learning

- To work with staff in the provision the fulfilling the social, emotional, educational and welfare needs of the pupils
- To secure the safety, welfare and good conduct of pupils at all times
- To provide general physical care and attention to pupils, including attending to minor sickness, injury or soiling
- To support children in their indoor and outdoor learning environments paying particular attention to the curriculum
- To support the teaching of a broad and balanced curriculum aimed at helping the pupil achieve their full potential in all areas of learning
- To carry out individual observations, assessments and reports
- To lead a Key group and carry out Focus Child meetings with parents
- To carry out rewards and sanctions in line with the school's Behaviour Policy and maintain good order and discipline of the pupils
- To set up and clear away equipment
- To assist in the preparation of classroom aids and activities
- To escort pupils on educational visits
- To provide general assistance at school functions
- To promote, support and facilitate inclusion by encouraging participation of the pupil in learning and extracurricular activities
- To help prepare and display pupils' work around the school

Working with staff, parents/carers and relevant professionals

- To communicate effectively with other staff members, pupils, and parents and carers
- Share knowledge and understanding of pupils with other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Professional development

- To help keep your own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- To take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- To take part in the school's appraisal procedures
- To pay regard to the school's Equal Opportunities, Race Equality and Multicultural Policy, Staff Absence Policy and Health and Safety Policy

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.