

Job Description Early Years Learning Support Assistant

Pay Range: APT&C Scale 2 (Point 4)

Responsible to: Headteacher / Head of Key Stage / Head of Inclusion / Assistant Head of Key Stage

Purpose of Job

To assist in the support and inclusion of pupils with special educational needs within early years unit.

Responsibilities

The Learning Support Assistant's (LSA) main role is to provide support for the pupil(s) with an Education Health Care Plan (EHCP). The LSA will ensure that the pupil(s) can integrate as fully as possible in the activities generally undertaken by the other children in their class and make progress. Duties will include running specific programmes and activities to assist the pupil's individual learning and social needs. The LSA will be responsible for implementing the targets on the pupils' Individual Education Plan (IEP) in liaison with the Head of Inclusion and Key Stage leadership team.

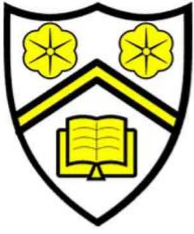
Duties

General

- To assist teachers with the general education, physical care and supervision of a number of pupils with specific special education needs.
- To attend to the welfare and social well being of children.
- To escort and supervise children when necessary in and outside of the classroom.

Supporting the pupil

- To provide learning support for the pupils in class or in withdrawal situations, either 1:1 or small groups.
- To develop knowledge of the particular needs of the children and seek advice from the Head of Inclusion, Key Stage leadership team and class teacher.
- To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. worksheets, games, visual prompt cards etc.
- To make or modify resources as suggested and advised by the the Head of Inclusion, Key Stage leadership team and class teacher.
- To be involved in the planning and preparation of the day to day class activities.



- To organise and maintain an inclusive learning environment both in the classroom and outside.
- To support the pupils in the playground, being mindful of their health and safety in relation to their medical conditions, and encouraging safe interactive play.
- Motivate and encourage the pupils to undertake activities they may be unsure of.
- Provide positive reinforcements, praise and rewards.
- Facilitate inclusion in small group activities with peers and support interaction between them.
- To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.
- Provide support and facilitate interaction with peers in the classroom and around school.

Supporting the Class Teacher and Inclusion Manager:

- To work as part of the team to ensure that the well being and personal development of the pupil enhances their learning opportunities and life skills.
- To attend planning meetings with the the Head of Inclusion, Key Stage leadership team and class teacher to develop learning programmes and to assist in the delivery of the individual learning programmes on a daily basis to promote learning, behaviour and communication skills.
- To provide regular feedback to the Head of Inclusion, Key Stage leadership team and class teacher about the pupil's difficulties and progress.
- To contribute to the pupil's annual review by writing a brief report and attending the meeting.

Supporting the Academy

- To foster links between home and school.
- To participate in relevant professional development as deemed appropriate for the needs of the child.
- To understand and apply the Academy's policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs.
- To maintain confidentiality and sensitivity to the pupil's needs but have regard to the safeguarding procedures of the Academy.
- To carry out duties as directed by the Head of Inclusion, Key Stage leadership team and class teacher.