



Job Description: Early Year' s Learning Support Assistant (LSA)

Job details

Salary: Scale 4

Hours: 36 hours

Contract type: Full Time, permanent

Reporting to: DHT/SENDCo

Main purpose

- To provide learning and care support for individual children with special educational needs (SEN) to help them to work towards the outcomes on their support plans and education and health care plan (EHCP)
- To work with the children's teacher(s) to plan and deliver activities
- To support the children with routines, transitions, learning and development in the EYFS

Duties and responsibilities

Supporting the children

- Build a positive relationship with the children, promoting high self-esteem, independence and social inclusion
- Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention
- Assist with the development and delivery of individual support plans and EHCPs
- Support the children with their social, emotional and mental health needs, escalating concerns where appropriate
- Build positive relationships with children's families and support with learning and development at home

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher(s) and increase the children's achievement
- Contribute to the planning of differentiated learning activities for the individual, delivering activities inside or outside the classroom
- Support the teaching of a broad and balanced curriculum aimed at helping the children achieve their full potential in all areas of early years learning and development
- Promote, support and facilitate inclusion by encouraging participation of the children in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Use ICT skills to advance the children's learning
- Provide regular feedback to teachers on the children's progress, attainment and barriers to learning through child observation
- Monitor, record and report on progress and attainment and set appropriate targets with the support of the SENDCo
- Read and understand lesson plans shared prior to teaching, if available
- Support parents and families with home learning activities

Working with staff, parents/carers and relevant professionals

- Share knowledge and understanding of the pupil with other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Communicate effectively with other staff members, children, and parents and carers
- Keep other professionals accurately informed about performance, progress and any areas of concern
- Understand their roles, to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Professional development

- Keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders and identifying relevant professional development opportunities to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- Uphold the ethos and aims of the school and Children's Centre
- Promote outdoor learning throughout the year

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Working Together to Safeguard Children, 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.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The School is an Equal Opportunities employer and committed to promoting equality, diversity, and inclusion for all members of the school community.

Person specification

CRITERIA	QUALITIES
Qualifications and training	• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths • Full and relevant Early Years Qualification (including NNEB, BTEC CC, CCS (Childcare and NVQ Childcare and Education Level 3 or above) and additional Leadership qualifications
Experience	• Experience working in a school environment or other educational setting • Experience working with children / young people with special educational needs (SEN) • Experience planning and delivering learning activities • Experience within Early Years including Nursery provision • Pro active team member
Skills and knowledge	• Good literacy and numeracy skills • Good organisational skills • Ability to build effective working relationships with pupils and adults • Skills and expertise in understanding the needs of all children • Knowledge of how to help adapt and deliver support to meet individual needs • Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and children • Excellent verbal communication skills • Ability to work as part of a team and to be flexible in their approach to daily routines • Active listening skills • The ability to remain calm in stressful situations • Knowledge of guidance and requirements around safeguarding children • Good ICT skills, particularly in using ICT to support learning • Knowledge and understanding of the Early Years Foundation Stage Curriculum
Personal qualities	• Enjoyment of working with children • Enjoyment of teaching and learning outdoors across the year • Sensitivity and understanding, to help build good relationships with children, parents, families and community partnerships • A commitment to getting the best outcomes for all children and promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding children's wellbeing and equality • Resilient, positive, forward looking and enthusiastic about making a difference • Capacity to inspire, motivate and challenge children and young people • Ability to be an excellent role model and set high standards of professional conduct

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: November 2025

Next review date: November 2026

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
