



BELMONT SCHOOL

LSA – Early Years Job Description (NNEB)

Reports to: Classteacher

The LSA will be based in the Nursery or Reception class and will complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision or independently. This may involve planning, preparing and delivering learning activities for individuals/groups or whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development. Other work may be required but will be commensurate with this grade.

Personal qualities

- Excellent interpersonal skills and ability to respond sensitively to others.
- Work efficiently and respectfully within a team, independently and under pressure.
- Work independently and proactively with little supervision and use his/her own initiative.
- Manage time well in accordance with the needs of the job and the hours of work.
- Qualified in paediatric first aid.

Main duties

- Be aware of and comply with all school policies and procedures.
- Be responsible for the care and education of the pupils in the class.
- Be responsible for the care of equipment, and informing the Head of the Nursery whenever repair, replacement or other necessary attention is required.
- Be responsible for maintaining an area of the Nursery in a safe and stimulating condition for the children, and reporting any hazards, defects or necessary repairs to the Head of Nursery.
- Be committed to personal development and attend training as requested.
- Assist in the planning and implementation of the foundation stage curriculum, including helping to devise and participate in activities designed to fulfil the requirements.
- Maintain a weekly log of all work undertaken.

Support for pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Participate in comprehensive assessment of pupils to determine those in need of particular help.
- Provide information and advise and enable pupils to make choices about their own learning/behaviour/attendance.
- Challenge and motivate pupil, promote and reinforce self-esteem.

Support for the teacher

- Plan challenging teaching and learning activities and adjust lessons/work plans as appropriate.
- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment.
- Use the school's behaviour policy to anticipate and manage behaviour constructively, promoting self control and independence.
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Produce lesson plans, worksheets, plans etc.

Support for the foundation stage curriculum

- Deliver learning activities to pupils, adjusting activities according to pupils' responses/needs.
- Deliver local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural background.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

Support for the school

- Assist with the development of school policies.
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.

Welfare duties

- Give prompt First Aid treatment to sick/injured children.
- Act with sensitivity if a pupil's clothing is soiled by vomit, urine or faeces and call the pupil's parents if necessary.
- Provide personal care as required, in line with the school's intimate care policy.
- Maintain a log of treatment given.
- Administer prescribed medication Monitor the sugar levels of diabetic children and take appropriate action
- Inform parents and a member of the senior team promptly whenever a child is injured and requires hospitalisation.
- Keep records and prepare reports of accidents and dangerous occurrences and inform the Head Teacher.
- Be vigilant for signs of child abuse or neglect and to inform the Head Teacher or designated Child Protection Officer of any concerns.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced DBS check and other relevant safeguarding checks.

Signed:

Date:

Academic Year: 2022-2023