



IPSWICH HIGH SCHOOL  
WOOLVERSTONE HALL

## Early Years LSA (Prep School) Job Description

<b>Role</b>	<b>EYFS Learning Support Assistant (Prep School)</b> <b>This is a full-time post of 36 hours.</b>
<b>Job Purpose</b>	<b>To play a complementary and supporting role to the class teacher in encouraging pupils in their learning, supporting pupil assessment, and the acquisition of knowledge and skills.</b>
<b>Accountable to:</b>	Head of Prep School/Phase Leaders/Class teachers
<b>Accountabilities</b>	<p><b>1. Teaching and learning</b></p> <ul style="list-style-type: none"><li>a) Ensure all pupils are appropriately supported in their learning be it academic, practical, behavioural or social, by adopting intervention strategies as directed by the teacher.</li><li>b) Encourage and support the learning of individual pupils or small groups by complementing teaching and learning strategies deployed by the teacher.</li><li>c) Prepare appropriate resources for lessons as directed by the teacher.</li><li>d) Accompany teachers and pupils on educational visits and engage in the learning process for the benefit of the pupils.</li><li>e) Liaise with the teacher to ensure the effective delivery of the curriculum for all pupils and to help raise standards of achievement.</li><li>f) Contribute to discussions with the teacher on the development of work and support programmes for pupils, in order to further support achievement and learning behaviours.</li><li>g) Assist in the efficient management and/or completion of individual pupil assessments through observation and recording.</li></ul> <p><b>2. Pastoral care</b></p> <ul style="list-style-type: none"><li>a) Liaise with the class teacher on the implementation of appropriate strategies to ensure that all pupils are supported pastorally.</li></ul>



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- b) Ensure that all pupils are adequately supported in the acquisition of personal skills through either direct or indirect intervention strategies as directed by the teacher.
- c) Under the direction of the teacher, promote and model positive learning behaviours in all teaching areas.
- d) Uphold the Behaviour and Discipline Policy through effective delivery of its aims.
- e) Provide pastoral/welfare support for all pupils to encourage their social and emotional wellbeing and development.
- f) Assist with the supervision of pupils in the playground and at lunchtimes to further support pupils in their learning.
- g) Undertake First Aid/Food Hygiene training as part of CPD and administer first aid, as appropriate, in school.

**3. Management of Resources**

- a) Ensure that classroom resources are maintained effectively and available as required.
- b) Assist in the preparation and creation of attractive and interactive learning displays and environments.
- c) Prepare work and activities in advance of the lesson, in order to ensure that the learning resources required are effective and accessible in order to achieve the learning outcomes.

**4. Communications**

- a) Where appropriate, develop a relationship to foster links between home and school, and to keep the school fully informed of relevant information.
- b) Be aware of confidential issues linked to home /pupil / teacher /school.
- c) Work collaboratively with colleagues to effectively meet the needs of all pupils.



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	<p>d) Communicate concerns and observations to the relevant person regarding health &amp; safety issues and child protection issues to maintain the school's duty of care.</p> <p>e) Liaise with parents regarding the effective sharing of relevant information.</p> <p><b>5. Training &amp; development of self and others</b></p> <p>a) Where appropriate, to assist in the induction, development and support of other LSAs in their role.</p> <p>b) Participate in training activities and sessions offered by the school and other external agencies to further develop relevant knowledge and skills.</p>
<b>General requirements</b>	<p>All school staff are expected to:</p> <p>a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.</p> <p>b. Contribute to the school's programme of extra-curricular activities.</p> <p>c. Support and contribute to the school's responsibility for safeguarding students.</p> <p>d. Work within the school's health and safety policy to ensure a safe working environment for staff, pupils and visitors.</p> <p>e. Work within the School's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.</p> <p>f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.</p> <p>g. Engage actively in the performance review process, and training and development opportunities available.</p> <p>h. Adhere to school policies.</p> <p>i. Undertake other reasonable duties related to the job purpose required from time to time.</p>
<b>Review and Amendment</b>	<p>This job description should be seen as enabling rather than restrictive and will be subject to regular review.</p>

## Person Specification

### Skills Required

Ability to demonstrate active listening skills	Essential
Ability to use language and other communication skills to which children can relate	Essential
Ability to empathise with the needs of children	Essential
Ability to work effectively with other colleagues	Essential
Ability to provide appropriate levels of individual attention, reassurance and help to achieve the intended learning outcomes	Essential
Ability to undertake observations of individual children and complete records under the direction of the teacher	Essential

### Knowledge Base

A good standard of education, particularly in English and Mathematics	Essential
Knowledge of appropriate First Aid procedures	Desirable
Knowledge of the Early Year Foundation Stage Curriculum	Desirable
Knowledge of the use of basic technology i.e., photocopier, iPad, computer, DVD and digital camera	Desirable
Knowledge of Child Protection issues	Desirable

### Qualifications/Attainment

	Level	
Evidence of attainment in a recognised L3 Early Years qualification i.e., NVQ, NNEB, City & Guilds, BTEC, NCFE CACHE L3 Diploma in Early Years Education, etc, or through relevant experience	Early Years Level 3 Qualification or above	Essential
Evidence of attainment or training in Child Protection issues/procedures		Desirable
Willingness to participate in further training and developmental opportunities offered		Essential
Food Hygiene certificate		Desirable

### Experience

Relevant experience in an educational establishment/EYFS setting	Essential
Demonstrable evidence of establishing positive relationships with children	Essential
Demonstrable evidence of experience in supporting children in a learning environment	Essential
Experience of preparing learning resources and learning activities/environments for children	Desirable
Experience of completing WellComm assessments and speech and language activities	Desirable

### Attitude/approach

To be professionally discreet and to maintain confidentiality on all school matters	Essential
To adopt a flexible approach to all directed tasks	Essential
To work positively, as part of a team	Essential
Ability to show initiative to support pupils' learning and progress	Essential