**Long Mead Community Primary School**

**Job description: Nursery LSA**

**Responsible to:** The Nursery Lead and EYFS Lead

The Governors of Long Mead Community Primary School seek to appoint staff who will contribute positively to a culture of teamwork, collaboration and shared responsibility for high standards and performance in order to ensure the children at Long Mead receive the best possible opportunities they can.

Long Mead Community Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

**Job Summary**

The Nursery Learning Support Assistant is responsible for supporting the emotional, social, and educational development of children. This role involves creating a safe, stimulating environment, leading academic activities, modelling play and social interaction and responding to the needs of the children.

**Areas of responsibility**

* To deliver and ensure a high standard of learning, development and care for children aged 0-5 years.
* To implement the day to day activities of the setting.
* To ensure that the preschool is a safe environment for children, staff and others.
* To developing partnerships with parents/carers to increase involvement in their child’s development.
* To carry out any tasks delegated by the Early Years lead or Headteacher.
* **All LSAs are expected to:**
* Implement agreed school policies and guidelines;
* Support initiatives decided by the Headteacher and staff;
* Support the needs of all pupils through individual and 1 to 1 support;
* Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
* Keep appropriate and efficient records of interventions, informing teachers of progress;
* Promote the school’s behaviour policy;
* Participate in training and meetings which relate to the school's management, curriculum, administration or organisation;
* Communicate and co-operate with specialists from outside agencies;
* Make effective use of ICT to enhance learning and teaching;
* Participate in the School’s Appraisal Procedure for the appraisal of their own performance, providing evidence for how they have met their targets.
* Ensure that the school’s Health & Safety procedures are followed and adhered to at all times.
* In addition to the above requirements, the Headteacher may ask LSAs to take on specific responsibilities for supporting teaching and learning across the school in order to need the current needs of the pupils and school priorities.
* Post holder: ……………………………………………
* Signed: ……………………………………………
* Date: ……………………………………………

**Person Specification for Pre-school Assistant**

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| Factors | Essential Criteria | Desirable Criteria |
| Education and qualifications | Minimum Level 3 qualification in Early Years or equivalent | Paediatric First Aid  Food Hygiene Certificate |
| Experience/ Knowledge | Knowledge of the Early Years Foundation Stage  Knowledge and proven experience of implementing good quality learning opportunities | Recent experience working in a pre-school/nursery setting |
| Skills and Attributes | Empathy and understanding of children under five.  Excellent verbal and communication skills with children and parents.  Ability to write reports and keep clear and accurate records.  Excellent organizational skills  Administrative and basic IT skills  Calm and caring nature  Ability to work as part of a team  Able to work on own initiative |  |
| Personal Qualities | Reliable, enthusiastic, and flexible  A commitment to quality in all areas, with a high level of motivation and enthusiasm  Able to perform under stress  A creative thinker  A good sense of humour |  |