



# JOB DESCRIPTION

**School/College:** Sketchley Hill Menphys Nursery School

**Job Title:** Learning Support Assistant

**Grade:** Grade 5

**Post Number:**

**Responsible To:** Headteacher through Senior Teacher

**Key Relationships/  
Liaison with:** Teacher/Class Lead, Teaching Assistant, other classroom support staff.

**Job Purpose:**

To work as a member of a team providing quality care and education in accordance with Sketchley Hill Menphys Nursery School policies and procedures. To promote the physical, social, emotional and cognitive development of each individual child and to meet their needs as directed. To meet the needs of children through the lunchtime break.

To acknowledge and respect the part played by parents and carers in the process of the child's learning.

To safeguard and promote the welfare of children.

## **MAIN DUTIES AND RESPONSIBILITIES:**

1. Under the guidance of Senior Teacher and Class Lead, work with individuals or groups of pupils.
2. To monitor pupils' progress and maintain classroom records as directed.
3. To supervise pupils in order to ensure acceptable standards of behaviour.
4. To supervise pupils in and out of the nursery building.
5. In compliance with laid down health and safety procedures, take all reasonable steps to ensure the safety of pupils and colleagues.
6. To assist in all aspects of the care of pupils including feeding and toileting.
7. To supervise, feed and provide for the appropriate toileting needs of pupils during the lunchtime session as directed by the Class Lead or member of staff on duty.
8. Under the guidance of therapists and the Class Lead, carry out prescribed therapy programmes.

9. Under the direction of the Class Lead share responsibility for groups either in or out of the Nursery ensuring appropriate supervision.
- 10 To supervise pupils during daily break times, undertake midday supervision and ensure playground areas are safe.
- 11 To deal with behaviours as specified by the Senior Teacher, and Class Leads
- 12 To relate to pupils in a sensitive and understanding manner, appropriate to their individual needs and cultural background.
- 13 To set out in an appropriate way the materials, equipment and resources for class work and to assist in general aspects of resource management within the team.
- 14 To undertake the presentation of pupil's work and maintain interest areas and displays.
- 15 To maintain an environment in which pupils are valued and cared for.
- 16 To familiarise oneself with documentation used in the classroom.
- 17 To maintain good relationships with parents and carers, encouraging partnership; observing confidentiality at all times.
- 18 To take part in the development and review of nursery policies.
- 19 To represent the class, team or nursery as directed.
- 20 To make a full contribution to the life of the nursery, supporting colleagues in their work for the nursery.
- 21 To communicate with other staff members about individual children.
- 22 To undertake health care duties where required, as directed by the teacher.
- 23 To undertake training for specific health care duties.
- 24 To provide cover for colleagues as appropriate.
- 25 To respect the confidential nature of personal information.
- 26 To attend training events and other meetings as required.
- 27 To attend fire drills.
- 28 To work within the County Council's policy of non-racial discrimination, in all its facets, ensuring that children from ethnic minorities be afforded every opportunity to maintain their particular cultural identities through the provision of suitable ethnic learning and play facilities and through a respect of particular cultural dietary and religious considerations.

**SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply:**

- (a) The postholder may be required to attend from time to time, training courses, seminars or other meetings as required by his/her own training needs and the needs of the nursery.
- (b) The postholder may be required, at times, to work across other schools/ establishments/relevant agencies in the locality.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) Within the Nursery each member of staff has a duty of care to themselves and others. Circumstances may arise where staff are required to physically intervene to ensure the safety of themselves or others. All interventions should be in keeping with the Nursery's policy on appropriate behaviour.
- (e) This post is subject to a check being carried out at an Enhanced level by the Disclosure & Barring Service

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

**Signed**.....

**Date**.....



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	Essential	Desirable	How assessed
<b><u>Qualifications</u></b> NVQ Level 3 in Early Years & Childcare or equivalent	✓	<b>Full driving licence</b>	App/Doc
<b><u>Experience</u></b> Experience working with pre-school children	✓	<b>Successful working with children with severe learning disabilities. Successful team working.</b>	App/Int/ Ref
<b><u>Knowledge</u></b> Knowledge of child development	✓	<b>Knowledge of Makaton sign language</b>	App/Int/ Ref
<b><u>Skills/Attributes</u></b> Good Communication – oral and written	✓		App/Int/ Ref
Initiative	✓		App/Int/ Ref
Able to carry out education programmes efficiently and effectively.	✓		App/Int/ Ref
Recognises a need for confidentiality and is discreet.	✓		App/Int/ Ref
Able to work in a team	✓		App/Int/ Ref

	Essential	Desirable	How assessed
<b><u>General Circumstances</u></b>			
An understanding of and commitment to, Equal Opportunities and the ability to apply this to strategic work and day-to-day situations.	✓		App/Int
Attendance – evidence of regular attendance at work.	✓		App/Ref/ Med
<b><u>Factors not already covered</u></b>			
Appropriate attitudes and values concerning children with disabilities in society.	✓		App/Int/Ref
Patient and sensitive	✓		App/Int/Ref
Enthusiastic and committed	✓		App/Int/Ref
Able to work flexibly	✓		App/Int/Ref
Well motivated and resourceful	✓		App/Int/Ref
A sense of humour	✓		App/Int/Ref
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)