

HANDSWORTH PRIMARY SCHOOL

Handsworth Avenue, Highams Park, London E4 9PJ

Tel 020 8527 5991

school@handsworth.waltham.sch.uk

Headteacher – Claire Nairne



Job Description:

Job title: Early Years Learning Support Assistant

Salary: Scale 3, Points 5 to 6

Contract type: Permanent

Reporting to: Headteacher

Purpose of the Job:

To collaborate with teachers in planning and delivering programmes of teaching and learning activities for early years children identified as needing 1:1 support. The primary focus is to undertake educational activities with individuals within a framework agreed with and under the overall direction and supervision of a qualified teacher.

Key duties and responsibilities:

- 1.** Plan, prepare and deliver assigned programmes of teaching and learning activities to an individual pupil modifying and adapting activities as necessary under the overall direction and supervision of a teacher.
- 2.** Assess, record and report on development, progress and attainment.
- 3.** Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
- 4.** Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
- 5.** Assess the needs of a pupil and use detailed knowledge and specialist skills to support pupils' learning.
- 6.** Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- 7.** Help keep the children safe.

- 8.** Develop and promote positive working relationships with staff, pupils and parents and promote the school positively at all times.
- 9.** Support the role of parents/carers in pupil learning and contribute to meetings with parents/carers to provide constructive feedback on pupil progress/achievement, etc.