

Job Description

This form summarizes the purpose of the job and lists its key tasks. It is not a definite list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the school, in consultation with the postholder.

SALARY: **NJC GRADE 4, points 5 - 6**
£25,583 - £25,989 FTE (30 hours per week pro rata)

HOURS: **Full Time, Term time plus INSET days**
30 hours per week:
Monday – Friday 8.20 – 15.20 (unpaid 60 mins lunch break)

LOCATION: **Clapham and Patching CE Primary School**
The Street
Worthing
West Sussex BN13 3UU

Headteacher: Justine Chubb

Job Title: Learning Support Assistant EYFS / KS1

Accountability: Headteacher

Main purpose:

- Provide learning and care support for EYFS/ KS1 children
- Work with the teacher to plan and deliver activities
- Support with routines, transitions and self-care
- Help with managing relationships with peers.

Person Specification

All criteria are essential unless stated otherwise

- Level 3 in Early Years Educator or equivalent
- Knowledge of the national curriculum and / or the early years framework
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.
- An ability to maintain high professional standards and the ability to follow quality assurance systems
- An ability to relate well to all children ensuring that their needs are met
- An ability to put the needs of the child first
- An ability to develop effective and supportive relationships with colleagues

- An ability to be clear, concise and fluent in both written and oral communication
- Proven ability to remain calm and self-controlled under pressure, reacting well to change and remain positive at all times
- Prepared to undertake training/development as required
- Show commitment to continuous personal learning and development which supports the delivery of outstanding service
- Enjoys being outdoors

Duties/Responsibilities:

Key Duties:

- Support pupils in social and emotional well-being through group and individual work
- Implement planned learning activities as agreed with the teacher, adjusting activities according to pupil's responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress
- Support the teacher in monitoring, assessing and recording pupil progress/activities
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
- Understand and support independent learning

Learning Support Needs Assistants at this level may also undertake some or all the following:

- Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
- Update pupil records.
- Assist with break-time supervision including facilitating games and activities.
- Assist with escorting pupils on educational visits.
- Undertake moving and handling activities as required
- Undertake any other reasonable duties from time to time as may be directed by the Head of School and/or Class Teacher

Please note, because of the nature of this job, if you are successful in your application, you will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

South Downs Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

June 2025