**Long Mead Community Primary School**

**Job Description: Pre-School Learning Support Assistant**

**Responsible to:** The Headteacher 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 pre-school nursery assistant is a childcare professional who supports the day to day running of pre-school. They perform an important role caring for children and maintaining a high quality, stimulating learning environment. They are creative and reflective practitioners able to work as a team and use a range of strategies to continually engage and support the children in their care.

**Areas of responsibilities:**

* To deliver and ensure a high standard of learning, development and care for children aged 0-5 years.
* To support the day-to-day activities of the setting.
* To ensure that the preschool is a safe environment for children, staff and others.
* Collaborate with other staff to develop and implement individualised and targeted support plans.
* Work closely with teachers, parents and other staff to support student wellbeing and academic progress.

**All Pre-School LSAs are expected to:**

* Be actively involved in the day-to-day running of preschool nursery and overall delivery of a high quality service
* Ensure that the preschool nursery provides a safe, caring, stimulating educational environment, both indoors and outdoors, at all times
* Support initiatives decided by the Headteacher and EYFS Lead
* 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
* Follow and work to preschool’s policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
* Share ideas and follow given plans to ensure each child is working towards the early learning goals
* Organise and participate in the key person system
* Liaise with parents/carers when appropriate, exchanging information about children’s progress and encouraging parents’ involvement.
* Participate in the School’s Appraisal Procedure for the appraisal of their own performance, providing evidence for how they have met their targets
* Undertake any other reasonable duties as directed, in accordance with the preschool aims and objectives.

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.