



KNIGHTSBRIDGE SCHOOL

Early Years Teaching Assistant Job Description

Purpose

Early Years Learning Support Assistants (LSA) work alongside teachers in the classroom, helping children to get the most out of their learning. Early Years LSA's are line managed by the Head of Early Years Education. The role should be seen as being the key link to a class and children assigned for support.

Early Years LSA Responsibilities

1. Teaching and Learning

- a) Support all children as directed by the class teacher and SENCO/Head of Learning Support. This may include those with Special Educational Needs (SEN), IEPs (individual Education Plans), who are Gifted and Talented (G&T) or who have English as an Additional Language (EAL);
 - b) Attend planning meetings and under the overall direction and guidance of a teacher or the Head of Learning Support contribute to the short, medium and long term planning and preparation of lessons.
 - c) Prepare and deliver lessons, under the direction of a teacher, including covering teachers absence and delivery of specific interventions to children
 - d) Monitor, evaluate and provide teachers with feedback on children's progress.
 - e) Contribute to the maintenance of children's records.
 - f) Provide support for individual or groups of children inside and outside the classroom to enable them to fully participate in activities;
 - g) Support teachers in selecting and preparing teaching resources that meet the children's needs and interests. With the class teacher, devise complementary learning activities.
 - h) Listen to children read, read to them or tell stories, as required;
 - i) Accompany educational visits: day and, on occasion, residential visits;
 - j) Support all abilities of the children in lessons.
 - k) Support other LSA's, sharing your knowledge and expertise
- Liaise with the class teacher about the planning and preparation of lessons



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2. Management of Children and their Behaviour

- a) Maintain good order and discipline amongst pupils, safeguarding their health and safety at work and play (e.g. during break-times and lunchtimes);
- b) Support children with emotional or behavioural problems and help develop their social skills;
- c) Help transition children between classes, Sport, St Saviours, St Columba's etc.

3. Contribution to School Life

- a) Take a full and active part in the extra curricular life of the school;
- b) Participate fully in assemblies, thereby contributing to the spiritual and moral life of the school;
- c) Fulfil a range of duties and responsibilities outside the classroom, as required, to ensure the smooth day to day running of the school, e.g. Traffic Duty, tidying communal areas; accompanying children to offsite activities and events.

4. Administrative Duties

- a) Ensure the classroom is tidy and conducive to a child's learning;
- b) Assist in preparing and presenting displays of children's work;
- c) Assist teaching staff in administration tasks that support teaching such as photocopying, filing, finding resources.
- d) Check homework diaries each morning;
- e) Set up equipment and get materials ready for lessons;

5. Professional Requirements, Standards & Quality Assurance

- a) Attend and contribute purposefully to the life of the school through effective participation in morning briefings, Staff Meetings, departmental meetings, regular staff meetings and through the use of the management systems necessary to coordinate the management of the school;
- b) Attend school events and functions as required;
- c) Be proactive in matters relating to health and safety;
- d) Behave and dress in an appropriately professional manner and set a good example through personal presentation and personal and professional conduct;
- e) Contribute to the school's Development Plan;



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- f) Endeavour to give every child the opportunity to reach their potential and meet high expectations;
- g) Have a working knowledge of current legislation and expected teaching standards.
- h) Operate at all times within the stated policies and practices of the school;
- i) Research and avail oneself of training and development opportunities and regularly attend Continuous Professional Development (CPD) sessions, taking responsibility for their own professional development and duties in relation to school policies and practices;
- j) Support the aims, ethos and purpose of the school and ensure the school achieves these effectively;
- k) Take part in the school's annual appraisal programme;
- l) In addition, carry out other duties as reasonably required by the Head.