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| **Job Title** | Learning Support Assistant - : Nursery / Reception / Early Years |
| **Responsible to** | *Senior Leadership Team* |
| **Location:** | *Oakfield House School, Salwick, Preston.* |
| **Hours:** | *37.5 Monday to Friday 08:30 – 16:00* |
| **Contract:** | *Maternity Cover / Full Time / Term Time only (up to 12 months)* |

**JOB PURPOSE**

Oakfield House School is a DfE registered school offering a purpose-built service specially designed to meet the educational and development needs of the pupils in our care. Our school is a beautiful Victorian property set in an amazing 8 acres of Lancashire countryside, we provide a caring, structured and a homely environment for our pupils.

As an Options Autism school, we provided care and education to pupils and young people with autism, complex needs and learning difficulties. As part of Outcomes First Group, we are leading our sector in setting and delivering new approaches that provide measurable outcomes for those in our care.

# KEY TASK AREAS & RESPONSIBILITIES

* Helping children learn through fun and educational activities.
* Managing a daily schedule that includes activities, toilet breaks, lunch, and rest time.
* Feeding, toilet training and changing children
* To follow the principles of safeguarding to safeguard and promote the welfare of children.
* Ensure that each child’s cognitive, social, and emotional needs are met.
* To ensure the education environment, is a safe place for children, that equipment is safe, high standards of hygiene are always adhered to.
* To foster children’s growth, self-esteem, and independence.
* To plan and deliver focused learning opportunities for individual children and to carry out focused tasks from individual SEND action plans.
* To work with the key workers, to discuss each child’s individual needs.
* To help extend the curriculum for the children by participating in outings and trips including going swimming.
* To maintain confidential files, reports, and developmental records for assessment purposes.
* To support the Class Teachers in delivering agreed learning activities to ensure each individual child meets their discrete learning needs.
* To undertake relevant training programmes as and when required by the school.

**Other Duties and Responsibilities**

* Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others
* Report issues/incidents or concerns relating to staff and Service Users that have arisen in the day promptly to the relevant Line Manager or our Designated Safeguard Lead (DSL).
* Operate at all times in accordance with Company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies
* Participate in training and take responsibility for personal development
* To have an awareness and empathy with the Service Users for whom the service is provided and to carry out duties being mindful of their needs
* To carry out any other reasonable and relevant duties as required
* The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

# PERSON SPECIFICATION

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| **Experience** | **Essential** | **Desirable** |
| Some experience in an Education Setting or with Special educational needs children would be an advantage. | ✓ |  |
| **Skills** |  |  |
| Ability to work independently and as part of a team | ✓ |  |
| You must be willing to learn sign language. | ✓ |  |
| You must be willing to complete all job specified mandatory training | ✓ |  |
| Effective communication skills, verbal and written | ✓ |  |
| Effective IT Skills | ✓ |  |
| Good organisational and time management skills | ✓ |  |
| **Qualifications & Training** |  |  |
| Gained Grade C or above in your Maths and English GCSE’s or equivalent |  | ✓ |
| Early Years Practitioner (level 2) or above |  | ✓ |
| Undertake relevant group induction training on commencement | ✓ |  |
| **Other** |  |  |
| Commitment to the values of the Organisation |  |  |
| You must be able to work the hours and days as advised on the JD (see above) | ✓ |  |
| Full Driving licence | ✓ |  |

The hours and the job description may be modified depending on the needs of the school

Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service)