

Job Description

**Individual Needs Learning Assistant within Nursery
(Fixed-term until end of the Summer Term 2020)**

Purpose: To work with and support a pupil with specific needs on a one-to-one basis to help their learning, and personal, social and emotional development.
To work with and support the designated Room Leaders in ensuring that children receive the highest possible standards of care and education, becoming safe, secure and successful.

General Duties:

Working within established guidelines to:

- Ensuring that the children are safe, secure and happy in the Nursery
- Assisting in the planning and teaching of the Early Years Foundation Stage
- Effectively using the resources available
- Producing and maintaining a welcoming and stimulating classroom environment
- Encouraging the children to work and play independently
- Observing, assessing and recording the children's development, including completion of the Learning Journeys
- Assist in either Pre-Prep or the Nursery as required
- Maintain strong home/school links with parents and families
- Play a full part in school life.

Specific Duties include:

Break and meal time supervision

Assisting with minor incidents or accidents and ensuring that records are updated

Deputising for the Room Leaders during short periods of absence.

The Nursery Assistant should also:

Evaluate activities and feed back to the Room Leader

Meet regularly with the Room Leader and Nursery Manager to plan work and to resolve concerns

Additional Duties:

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times.

If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Headmaster and relevant agencies.

Any other duties appropriate to the post as directed by your Line Manager

Desirable Criteria

- Experience in similar work in a similar environment
- NNEB or Level 3 in childcare or Diploma in Early Years
- Good knowledge of EYFS
- SEN experience or experience with individual needs

Terms and Conditions:

Salary: Commensurate with experience

Hours of Work: 8.00am to 1.00pm Monday, Wednesday, Thursday and Friday, term time. This is a fixed-term post until the end of the Summer term 2020 to provide one-to-one support and is dependent on continuing external funding. Outside these hours, your attendance may be required at staff meetings, training days, parents' evenings, open days (including some Saturdays) and children's outings.

Pension: After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt in to the pension scheme. The College will contribute 5% of your gross salary and you can choose whether to contribute also. You may choose to opt out of the pension scheme.

Holiday: 28 days including Bank Holidays paid annual leave pro rata. Pay for this is included in your salary.

Safeguarding Statement

St Andrew's Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to enhanced DBS check, pre-employment medical questionnaire and positive references.

Application Process

Candidates should complete all sections of the application form and return it to the HR Department, Marlborough House, Old Wish Road, Eastbourne, East Sussex BN21 4JY. Electronic applications should be sent to hr@eastbourne-college.co.uk

Closing date: 22 March 2019

Applications will not be accepted without a fully completed application form including a complete career history. Candidates will be required to provide the names and contact details of two referees, one of whom should be a current employer but not a family member or current employee of Eastbourne College Charity. Candidates should make it clear if they would prefer their referees not to be contacted before the interview stage.

Further information is available from Human Resources by email on hr@eastbourne-college.co.uk or phone 01323 452239.