



**Part-time 1-2-1 Learning Support Practitioner, Highfield Pre School
19.5 Hours per week**

Temporary Contract for the academic year 2024-25

The Role

This role is to provide 1-2-1 support for a pupil in Highfield Pre School for the academic year 2024-25, and may be renewed for further years depending on the funding available.

The days and hours required are Tuesdays, Wednesdays and Fridays from 8.45am until 4.00pm.

The Learning Support Practitioner will report directly to the Pre-School Manager in Highfield Pre-School or the Head of Early Years.

Key responsibilities:

Supporting the pupil:

- To develop an understanding of the specific needs of the child to be supported;
- To aid the child to learn as effectively as possible both in group situations and individually, inside and outside of Highfield;
- To establish a supportive relationship with the child concerned;
- To establish acceptance and inclusion of the child within Highfield;
- To manage child as advised by the Pre-School Manager or Head of Early Years;
- To use methods of promoting / reinforcing the children's self-esteem;
- To ensure the safety of the child/children while in your care;
- To carry out any specific duties as outlined in the child's Individual Learning Plan.

Supporting the SENCo in Highfield:

- To record and monitoring the child's progress
- To provide feedback about child's difficulties and / or progress to the SENCo and Pre-School Manager
- To participate in the evaluation of the support programme, with the SENCo and Pre-School Manager
- To help create / adapt / find differentiated materials to enable child/children to access the curriculum;
- To report any problems about arrangements or any incidents to the SENCo and the Pre-School Manager or Designated Safeguarding Lead.

Supporting the School:

- To foster links between home and school;
- To liaise, advise and consult with other members of the SEN team;
- To contribute to Review meetings by invitation, as appropriate;
- To participate in relevant professional development;
- To be aware of / follow school policies and procedures;
- To maintain confidentiality about home- school / child- teacher/ school work matters;

- To complete any other task as directed by the Pre-School Manager.

Planning and Organisation:

- Plan, resource and evaluate adult directed activities for all children;
- Plan, resource child initiated learning throughout the care provision;
- Prepare and plan specific activities such as baking, story, art activities both indoors and out;
- Create displays/mount children's work;
- Ensure necessary materials and resources are available for all children;
- Create interactive role play areas and interest tables;
- Attend first aid training every three years and child protection every year;
- Attend CPD courses and cascade information to the team at staff meeting.

Working with children:

- Welcome and settle child during visits and when started;
- Scaffold child's play and extend children's language promoting questions and ideas;
- Assisting child/children with particular learning difficulties;
- Supervising child/children during outdoor play;
- Supervise child/children following procedure for crossing the road to HLC;
- Be responsible for groups of children engaging in specific activities if required;
- Taking responsibility for small groups of children on trips and outings if required.
- Support the child in the swimming pool weekly.

Assessment of children:

- Observe child whilst in school;
- Write up observations, summative and formative, write reports;
- Record and track key person child/children;
- Complete formal and informal assessments of key person child/children.

Care and Welfare of children:

- Administer first aid to child/children/adults and record in the accident book. Ensure parent/carer sign the accident book after they have been given a suitable explanation of the events;
- Supervise and assist dressing and toileting of children including nappy changing if required;
- Provide comfort and reassurance to child/children in distress;
- Accompany sick child/children to hospital or HLC Wellness Centre.

Confidentiality:

- Staff must read and agree to the Confidentiality policy. Individual children must not be discussed out of school;
- Children's records and information must be kept confidential.

Professional conduct:

- To ensure daily written communications with parents are correctly spelt and punctuated;
- To remain professional with the upmost respect when discussing sensitive issues with parents;
- To respect one another's opinions and voice, supporting one another when necessary;
- To seek support if you are unsure of how to address a parent or are faced with a difficult situation;
- To have respect for others: including all staff (teaching and non-teaching), other trainees, children and parents;

- To demonstrate appropriate behaviour: towards all children and young people in relation to contacts in formal and informal settings;
- To have the ability to listen and act on feedback and advice: from management and other relevant staff at HLC;
- To take responsibility for own learning: be able to discuss professional strengths in relation to practice and raise action points for their development;
- To act in accordance with guidance as stated in the Staff Handbook.

Person specification

- Experience of working with children in Early Years;
- Have a sound knowledge and understanding of the welfare requirements;
- Have a secure, detailed knowledge of Child Protection and Safeguarding procedures;
- Have a secure knowledge of observation, planning and recording cycle;
- Have a secure knowledge of child development.

Harrogate Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will not be allowed to start in school until all pre-employment checks have been completed satisfactorily. The successful applicant must be willing to undergo child protection screening appropriate to the post. This position is in regular, regulated activity making it exempt from the Rehabilitation of Offenders Act 1974. The School is an educational charity and equal opportunities employer.