

## **Job Description for Teaching and Learning Assistant**

**Full time post – Term Time Only 39 weeks**

**Monday 8.30 – 4.15 (8.30-8.45 am Weekly briefing meeting) Tuesday, Wednesday and Thursday 8.45 – 4.30 (Thursday 3.30 – 4.30 Staff CPD) 8.45 – 3.15 Friday**

### **Job Purpose:**

- To work under the guidance of the Senior Leadership Team and within an agreed system of responsibility and accountability, to implement agreed work programmes/intervention strategies with individuals and groups of students, both in and outside the classroom
- To ensure that supporting students' learning, personal development and wellbeing is your first concern
- To assist students to achieve the highest possible levels of academic and personal attainment
- To participate in the school's self evaluation procedures, including in the evaluation of the impact of your own interventions and work programmes
- To act with honesty and integrity
- To be self-critical and respond in a professional manner to feedback on performance

### **Main Duties and Responsibilities:**

- Support and/or supervise the teaching activities of individuals or groups of students to ensure their safety
- Use appropriate skills to undertake those activities necessary to meet the physical and emotional needs of individuals and groups of students, including those pupils with special educational, physical or emotional needs.
- Understand the learning objectives, content and intended outcomes for the learning activities in which students are involved and support in monitoring student progress.
- Promote positive behaviour. Model high level social and communication skills and give appropriate support when needed.
- Contribute to the de-escalation and management of challenging behaviour in children and young people, modelling a consistent approach.
- Assist the subject teacher in the planning and implementation of strategies to support students in accessing the curriculum in accordance with their Special Educational Needs.
- Assist the teacher with the planning of learning activities, preparing or modifying work for individuals or group of students as required
- Develop and adopt strategies to support students to achieve learning goals, both academic and personal
- Establish constructive relationships with students, providing feedback to them in relation to progress and achievement
- Prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom
- Undertake supervision and discipline of students within the procedures of the school, providing detailed and regular feedback as appropriate
- Promote student independence in developing social and communication skills, reinforcing the students' self-esteem through praise and encouragement by setting challenging expectations
- Ensure that students are able to safely use equipment and materials provided
- Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists
- Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contributing to meetings to discuss a specific student's progress as appropriate.
- Assist the teacher with the administration of baseline tests
- Support the use of ICT in learning activities and develop students' safety, competence and independence in its use

- Prepare/clear the classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of students' work
- Provide support to the classroom teacher by undertaking photocopying, filing, recording and general administrative duties
- Assisting with the identification and monitoring of students' general health, welfare and safeguarding
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns in line with school policies
- Demonstrate understanding of and contribute to the ethos of the school
- Assist with the supervision of students outside of lesson times, including before and after school and during lunch and break time, in line with duty rotas
- Assist with group activities within and away from the classroom/school, such as PE lessons and educational visits
- Participate in personal and professional development activities to meet the changing demands of the role and encourage and support other staff in their development and training
- Attend and participate in relevant meetings as required
- Assist the subject teacher in supporting volunteer helpers or student teachers in the classroom
- Participate fully in any other duties and responsibilities within the range of the salary grade

#### **Whole Academy**

- Represent the Academy in a manner consistent with its ethos and values
- Contribute to the whole Academy team effort to ensure that the Academy is a positive learning environment respected by students and all users
- Maintain high professional standards throughout the Academy and contribute to whole Academy policy and practice development

#### **Protection of children**

The post is exempt from the Rehabilitation of Offenders Act 1974. Your employment is subject to satisfactory enhanced Disclosure and Barring Service check (with barred list check where applicable) and is subject to the requirements set out in the Education (Prohibition from Teaching or Working with Children) Regulations 2003 (as amended). You are required to inform us immediately if you are the subject of a police investigation or receive any conviction or caution, or any occurrence that may disqualify you from providing childcare under the Childcare (Disqualification) Regulations 2009. Failure to immediately report such information will result in disciplinary action, up to and including dismissal.

#### **Right to hold Personal Data**

As part of your conditions of employment, you give the Employer permission to collect, retain and process information about you, such as age, sex, ethnic origin and health records. This information will be used by the Employer for a number of purposes, including but not limited to monitoring the Employer's compliance with the law and best practice in terms of equal opportunity and non-discrimination. Should your personal circumstances change, you must notify the Employer immediately.

#### **Requirement**

You will need to have an ability to fulfil all spoken aspects of the role with confidence through the medium of English.

**Responsible to: Deputy Headteacher**

## Person Specification for Teaching and Learning Assistant

### Knowledge and Understanding

- A commitment to safeguarding children and young people
- Commitment to Continuing Professional Development
- An awareness and understanding of the difficulties students with special educational needs are likely to face
- Understanding of the issues around safeguarding children and young people
- Understanding of the importance and benefit of establishing positive relationships within the classroom
- Understanding of the need to focus on students as individuals
- Awareness of behaviours and triggers that affect individual learning and progress
- Awareness that all behaviour is an indicator of need
- Knowledge of how the curriculum relates to the age and ability ranges of all students
- Knowledge of how to support students in accessing the curriculum in accordance with their Special Educational Needs
- Knowledge and understanding of students' academic levels and the level at which they function socially, with a commitment to helping them fulfil their potential
- Working knowledge of relevant policies and codes of practice and awareness of relevant legislation
- Commitment to demonstrating high expectations of and aspirations for our students

### Skills and Abilities

- Ability to liaise and communicate effectively with others in respect of duties of the post
- Ability to lead small groups of students in learning activities who are identified as more or less able
- Ability to work in liaison with all staff
- Ability to recognise the contribution that parents and carers can make to the development and well-being of our students
- Ability to contribute to the de-escalation and management of challenging behaviour in children and young people
- Ability to work with the teaching staff and other professionals to ensure a coherent team approach within the context of the classroom
- Ability to assist in the development and implementation of strategies to achieve set objectives associated with the curriculum and individual student programmes
- Ability to utilise and deploy equipment associated with Information and Communication Technology, to assist individual and groups of students in their learning programmes
- Ability to support literacy and numeracy activities across the curriculum
- Ability to facilitate students' learning and development through the role of Mentor
- Ability to contribute to planning and delivery of effective intervention for pupils at risk of underachieving
- Ability to observe, monitor and provide written and verbal feedback to individual students in line with school policies
- Ability to establish fair, respectful, trusting, supportive relationships with children and young people
- Ability to promote positive behaviour through modelling high level social and communication skills and giving appropriate high quality support
- Ability and willingness to identify own training needs and participate in training and evaluate own learning

**Education**

- Proof of literacy and numeracy skills sufficient to assist students' literacy and numeracy up to GCSE level, if required (Equivalent to Level 2)
- Good Level of Education

**Experience**

- Recent experience of working with secondary school-age children
- Recent experience of working within the area of Special Educational Needs
- Recent experience of contributing towards the joint planning and evaluation of teaching and learning activities

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.*