



Job Description

Job Title: *Learning and Teaching Assistant (Nurture & SEND provision)*

Job Purpose:

- To work under the guidance of the Director for Provision & Inclusion and Director for Safeguarding & Well-Being within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom.
- Working as part of the Inclusion provision, support and assist the Nurture Group teacher and class teachers in the planning, preparing, reviewing and assessing cycle to include the management and preparation of resources.
- Act as model of excellence to L&TA Apprentice.
- Provide whole class supervision for short-term absence of teacher or for regular short periods with teacher's planning provided.

Roles

- L&TA based in Nurture provision
- TAMHs initiatives – meet & greet, mentor role
- Support lunchtime supervision of pupils
- Inclusion as part of curriculum team
- Y6 Breakfast Club Intervention Lead
- First Aider

Duties and Responsibilities:

The L&TA will:

- Display a high standard of professional behaviour and integrity at all times;
- Promote and develop a partnership with parents which recognise the worth of their contribution to their child's education;
- Be a role model for others - lead by example, setting the highest possible standard;
- Make effective use of specialist learning, skills, training and experience to maximise pupils' progress and attainment across the curriculum



- Assist with the development and implementation of specific and targeted plans and EHCPs
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently, whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and apply academy strategies that recognise and reward achievement of self-reliance, perseverance and commitment to learning
- Provide feedback to pupils in relation to progress and achievement, aiming to develop a 'Growth mindset', giving feedback to pupils about their work using the academy agreed policy and accurately record achievement/progress
- Work with the teacher to establish a bright, stimulating and challenging learning environment that promotes the development of independence
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate, making effective use of IRIS to develop reflective practice
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher / SLT on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating the academy tracking systems, as agreed with the teacher, contributing to reviews of records as requested
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence, independence and safe use in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources
- Be aware of and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the CP team, recording on CPOMS



- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the academy
- Establish constructive relationships and communicate with other agencies and professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required and as identified as part of the Appraisal process
- Recognise own strengths and areas of expertise and use these to advise, support and coach others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required
- Maintain good order and discipline amongst pupils, in accordance with the academy's assertive discipline behaviour policy;
- The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.



Caldicotes
Primary Academy
To make our best better



Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.



Person Specification

TA3 - Experience	<ul style="list-style-type: none">• Experience working with children of Early Years to upper Key Stage 2
Qualifications/ Training	<ul style="list-style-type: none">• Very good numeracy/literacy skills - accurate use of grammar, punctuation and spelling• NVQ 3 for Teaching Assistants or equivalent qualification or experience• Training in the relevant strategies e.g. literacy and/or in particular curriculum or specific learning area E.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.• Appropriate first aid training
Knowledge/Skills	<ul style="list-style-type: none">• Can use ICT effectively to support learning• Use of other equipment technology – video, photocopier• Knowledge of the principles of Nurture Group provision• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation• Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies• Understanding of principles of child development and learning processes• Ability to self-evaluate learning needs and actively seek learning opportunities• Ability to relate well to children and adults• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
Personal characteristics	<ul style="list-style-type: none">• Demonstrate a commitment to the role beyond the basic demands of the post• Demonstrate the ability and commitment to work closely with the Principal both during and beyond the academy day• Have a flexible attitude• Support the concept of the academy as an integral element of the community• Be able to work under pressure whilst maintaining a cheerful disposition• Demonstrate personal and professional integrity• Possess a sense of balance with a life outside of academy• Be: assertive, inspiring, motivational, enthusiastic, diplomatic, empathetic and self-confident