School Logo

Teaching and Learning Family

Job Description		
Role title	**Typically reports to**	
Teaching Assistant Supporting and Delivering Learning Level 3	Headteacher or designated member of staff	
JE code	**Grade**	**Date of profile**
D173	5	DD/MM/YY

Purpose of the role (job statement)

To work under guidance of teaching/senior staff, and within an agreed system of supervision, to implement agreed work programmes with individual/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers.

Main duties: -

Support for pupils

- Use specialists (curricular/learning),
- Skills/training/experience to support pupils with SEND,
- Assist with the development and implementation of IEP's,
- Establish productive working relationships with pupils, acting as a role model, and setting high expectations,
- 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 employ strategies to recognise and reward achievement of self-reliance,
- Provide feedback to pupils in relation to progress and achievement.

Support for the teacher

- Work with the teacher to establish an appropriate learning environment,
- Work with the teacher in lesson planning, evaluating, and adjusting lessons/work plans, as appropriate,
- 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 on pupil assessment, progress, and other matters: ensuring the availability of appropriate evidence,
- Be responsible for keeping and updating records, as agreed with the teacher, contributing to reviews of systems/records, as requested,
- Undertake marking of pupils' work and accurately record achievement/progress,
- Promote positive values, attitudes, and good pupil behaviour: dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour,
- Liaise sensitively and effectively with parent/carers, as agreed with the teacher, within your role/responsibility and participate in feedback sessions/meetings with parents or as directed,
- Administer and assess routine tests and invigilate exams/tests,
- Provide general clerical/admin support e g administer course work, produce worksheets for agreed activities etc,

Support for the curriculum

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- 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 and independence in its use,
- Help pupils to access learning activities through specialist support,
- Determine the need for, prepare and maintain general and specialist equipment, plans and resources to support pupils,

Support for the school

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person,
- Confidentiality and data protection, reporting all concerns to an appropriate person,
- 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 school.
- Establish constructive relationships and communicate with other agencies/ professionals in liaisons 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,
- Recognise own strengths and areas of expertise and use these to advise and support 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,

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Person Specification			
Area	**Criteria** **Requirement - E = Essential - D= Desirable** **Assessment by Application =A Interview process = I**	**R**	**A**
Skills **Knowledge** **Aptitudes**	• Can use ICT effectively to support learning. • Use of other equipment technology e.g. photocopier, • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation, • Working knowledge of national/foundation curriculum and other relevant learning programmes/strategies, • Understanding the 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,	E E E E E E	A I AI A A I AI AI
Qualifications and Training	• Current NVQ level 2 in English and Maths or equivalent and experience in relevant discipline/job role, • Training in relevant strategies e g literacy and/or, in particular, curriculum or learning area, • Appropriate first aid training,	E D D	A A A
Experience	• Experience of working with children of relevant age and SEND, particularly MLD and autism	E	A I
Disposition	• Able to work on own initiative and as part of a team with minimal supervision, • A friendly, positive, and flexible approach,	E E	I A I
Conditions of Service			
National Joint Council			

Signature of post holder ..... **Date** / /

Signature of Headteacher ..... **Date** / /

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Our school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an enhanced disclosure from the Disclosure & Barring Service.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

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