

## Job Description

<b>Academy</b>	Birstall Primary Academy
<b>Job title</b>	Learning Support Assistant (1:1)
<b>Grade</b>	Grade 3 (NJC POINT 9 – 13)
<b>Accountable to</b>	Principal
<b>Line manager</b>	Class teacher / teachers, or Inclusion Manager, or SLT.

### Purpose of the role

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher/s in the management of pupils and the classroom.

### Main Duties

#### Support for Pupils

- Establish rapport and respectful, trusting relationships with pupils, acting as a role model and setting high expectations.
- Supervise and support pupils to undertake agreed learning activities / programmes linked to local and national curriculum and learning strategies, e.g. literacy, numeracy, KS1 or KS 2 or early years.
- Adjusting activities according to pupil responses and needs, including for those with special educational needs.
- The role may include supporting and implementing pupils' personal programme, including social, health, physical, hygiene, and welfare matters. The pupil may also need assistance to access different areas of the school. Following appropriate training and in line with school procedures, to administer basic first aid and/or medication as required.
- Promote inclusion and acceptance of all pupils by encouraging them to interact with each other and to engage in activities led by the teacher.
- Promote self-esteem and independence amongst pupils.
- Support the implementation of Individual Education Plans and Behaviour Plans
- Provide feedback to pupils on their progress and achievement under the guidance of a teacher, in line with school policy.

#### Support for teachers

- Promote good pupil behaviour, dealing promptly with conflicts in line with school behaviour policies.
- Establish constructive relationships with parents and carers, promoting the School's home/school liaison policy
- Assist the teacher with the preparation of teaching and learning materials and resources.
- Provide detailed feedback to teachers on pupils' achievement, progress, problems etc. as requested.
- Undertake pupil record keeping as requested and assist with the collation of pupil reports as requested by the teacher, which may involve data inputting.
- Maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- Assist with the display of pupils' work.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/learning activity and assist pupils in their use.
- Administer and mark straightforward routine tests, e.g. spelling or mental arithmetic, and invigilate tests as required
- Provide clerical support for teachers, e.g. photocopying, filing, collecting money, checking deliveries and placing goods in stock and maintaining records of stock, administering coursework, production of work sheets for agreed activities

#### Support for school

- To support others within the classroom and the School, contributing to the achievement of School objectives by working as part of a team

- Assist with activities outside the classroom, working as part of a team to oversee pupils and support Activity Leaders, e.g. Breakfast Club or accompanying to swimming lessons. (If this is an agreed part of the working pattern)
- Accompany teaching staff and pupils on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of a teacher

### **Fulfill wider professional responsibilities**

- Make a positive contribution to the wider life and ethos of the Academy and the Trust.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- Liaise with external agencies with regard to pupil progress, safety and welfare.
- Work with other staff across the Trust and in other maintained schools or other academies.
- Communicate effectively with parents with regard to pupils' achievements and well-being.
- To attend relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To 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.

### **Personal and professional conduct**

A Teaching Assistant is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a Teaching Assistant's career.

Teaching Assistants uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the Academy, by:

- treating pupils, staff, parents and visitors with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to an adult working in an Academy environment;
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others;
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs; and
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Professionals working in the Focus-Trust must have proper and professional regard for the ethos, policies and practices of the Academy and the Trust, and maintain high standards in their own attendance and punctuality.

Professionals must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities; and within the policies, handbooks and guidelines of the Academy and of the Focus-Trust.

### **General**

The post holder will:

- Be expected to actively support work and ethos of the Focus-Trust.
- Be expected to undertake such additional duties as may reasonably be requested by the Principal or their representative.
- Respect confidentiality of staff, pupils, families and visitors and not breach this trust. Any breaches of confidentiality must be reported to the Principal immediately.
- Participate in arrangements for appraisal and in the identification of areas in which s/he would benefit from training and undergo such training.

- Proactively keep abreast of developments in relation to the post, and whenever possible and appropriate, attend professional development opportunities.
- Comply with and support all policies related to equal opportunities, child protection and safeguarding of children and colleagues.

This job description is neither exhaustive nor exclusive, and it may, after consultation with the post holder be subject to modification and amendment in accordance with the needs of the academy.

Signed ..... Post holder

Signed ..... Principal/Line manager

Dated .....

# **Person Specification for Teaching Assistant Level 1**

Essential Criteria	How Identified	Desirable Criteria	How Identified
<p><b>Skills:</b></p> <p>Interpersonal skills to build effective working relationships with pupils and colleagues</p> <p>Communication skills to liaise sensitively and effectively with parents and carers</p> <p>Working with or caring for children of a relevant age to those in the school</p> <p>Experience of working with learning resources and helping with their preparation to support learning programmes</p> <p>Experience of effectively using ICT and other technology such as digital recorders and photocopiers and resolving straightforward problems in their operation</p> <p>Able to promote a positive ethos and good role model</p> <p>Able to continually improve own practice/knowledge through self evaluation and learning from others</p> <p>Team-work skills to work collaboratively with colleagues, understanding classroom roles and responsibilities and your own position within these</p>	<p>Application form and selection process.</p> <p>Application form and selection process.</p> <p>Application form and selection process.</p>		<p>Provide evidence by producing certificate.</p>

<p><b>Knowledge and Understanding</b></p> <p>Basic understanding of a child's development and learning.</p> <p>Understanding of the relevant policies/codes of practice/ and awareness of relevant legislation in the context of your role</p> <p>General understanding of national/foundation stage curriculum and other relevant learning programmes/strategies</p> <p>Understanding of equal opportunities and an awareness of potential barriers children may have around learning</p>	<p>Application form and selection process.</p> <p>Application form and selection process.</p>	<p>Appropriate knowledge of first aid.</p> <p>To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.</p>	<p>Application form</p> <p>Application form and selection process.</p>
<p><b>Qualifications / Training</b></p> <p>NVQ 2 for Teaching Assistants or equivalent qualification or experience</p> <p>Literacy and Numeracy skills equivalent to Level 1 of the National Qualification &amp; Credit Framework</p> <p>Completion of Department for Education Teacher Assistant Induction Programme (or to complete within first term)</p> <p>Willingness to undertake training in relevant learning strategies e.g. literacy/ Key Stage 3</p>	<p>Application form and selection process.</p>	<p>GCSE Maths and / or English grades D-G CSE Level 2</p>	<p>Application form and certificate.</p>

Pediatric First Aid certificate (where appropriate)			
Other conditions	Enhanced CRB Disclosure clearance		

Job evaluation	Date elevation	Focus Trust score	FT grade agreed