Hunloke Park Primary School
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Derbyshire, S42 6PT
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Headteacher: Jennifer Murphy

Job Description – Teaching and Learning Assistant

Location: Hunloke Park Primary School, Lodge Drive, Wingerworth, S42 6PT

Hours of work: 29 hours, 10 minutes – Permanent

Responsible to: EYFS Lead, SENCO, Headteacher

Post objective: To provide learning support to promote individual students' progress.

Main Duties and Responsibilities:

Classroom Support

• Under the direction of the EYFS Lead and class teacher, work with individuals and small groups of children, (including those with additional needs or on the Special Educational Needs register), within a classroom situation to ensure each child has the maximum access to all learning activities.
• Under the guidance of teaching staff plan, prepare and deliver the support needed, developing strategies to achieve learning goals.
• Under the direction of the class teacher and English Lead, deliver Phase 1 phonics in small groups and review and adjust as appropriate.
• Assist with the supervision of pupils outside the classroom, including accompanying teaching staff on educational trips and visits.
• Provide good quality interactions throughout the continuous provision that extend children's vocabulary.

Individual Support

• Work with teaching staff in the planning and implementation of individual learning and support programmes for named children or small groups.
• Provide intimate care for individuals when required.
• Support individuals with their personal, social and emotional needs throughout the school day.

Resources/Administration

• Assisting in the development and maintenance of materials and equipment used in the classroom – this may involve liaison with class teachers.
• Preparing learning activities for the continuous provision under the guidance of the class teacher.

• Assisting in keeping records of children's development.
• Contributing to reviews, parents' evenings concerning individual pupils.
• Liaising with class teacher about the needs of individual children.
• Taking registers, communicating with parents, and liaising with other members of the EYFS team.

General

• Liaise with other staff as necessary.
• Attendance at staff meetings, briefings and INSET activities where relevant.
• To uphold and actively support the academy's policies and procedures.
• Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the provision that any changes of a permanent nature shall be incorporated into the job description in specific terms.