



Job Description

Job title	Infant Teaching and Learning Assistant	Grade	LBR 3
School	Nightingale Primary School		
Reports to	Assistant Headteacher		
Responsible for	N/A		
Purpose of job			
To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils’ achievement, progress and development.			
Main duties and responsibilities			
Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.			
Setting challenging and demanding expectations and promote self-esteem and independence.			
Providing feedback to pupils in relation to progress and achievement under guidance of the teacher.			
Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.			
Establishing constructive relationships with pupils and interacting with them according to individual needs.			
Promoting the inclusion and acceptance of all pupils.			
Encouraging pupils to interact with others and engage in activities led by the teacher.			
Using strategies, in liaison with the teacher, to support pupils to achieve learning goals.			
Assisting with the planning of learning activities.			
Monitoring pupils’ responses to learning activities and accurately record achievement/progress as directed.			
Providing detailed and regular feedback to teachers on pupils’ achievement, progress, problems etc.			
Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.			

Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assisting with the display of pupils' work.

Establishing constructive relationships with parents/carers.

Administering routine tests and undertaking routine marking of pupils' work.

Providing clerical/admin. support e.g. photocopying, filing, administering individual assessments etc.

Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.

Undertaking programmes linked to local and national learning strategies, recording achievement and progress and feeding back to the teacher.

Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use.

Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use.

Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtime.

Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher.

Any other duties consistent with the purpose and grade of the post.

General

Attend and participate in relevant meetings, training and other learning activities and performance development as required.

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.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.

Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment.



Person Specification

Job Title	Teaching and Learning Assistant	Grade	LBR 3
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Education and Qualifications: • Level 3 Qualification or higher, or relevant experience (to work in the EYFS, this must be a recognised Level 3+ EYFS qualification) • First aid training (this can be provided) • Safeguarding training (all staff will be provided with further safeguarding training) • Other evidence of commitment to professional development and learning			
Experience/Knowledge/Skills: • Experience of working with, or caring for, children of relevant age • Experience of working with children who have a specific educational need e.g. Autism • Understanding of relevant policies/codes of practice and awareness of relevant legislation • General understanding of national/foundation stage curriculum and other basic learning programmes/strategies • Understanding of child development and learning. • Good numeracy/literacy skills • Effective use of ICT to support learning • Effective use of ICT to support role (e.g. ipad for assessment, online learning platforms) • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these • Understanding of and commitment to safeguarding in schools			
Other job requirements: • Enhanced DBS check • Social Media Checks			