

**Post: Learning and Teaching Assistant**

**Responsible to: Senior Leadership**

### **Main duties and responsibilities**

All LTAs perform the following duties and responsibilities. In addition, each LTA may hold a role specific Job Description related to the designated Learning Area in which s/he works.

### **Support for Pupils (including those with SEND)**

- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Supervise and support pupils ensuring their safety and access to learning.
- Promote the inclusion and acceptance of all pupils.
- To establish SEND and EHCP provisions.
- To support in the reviews of SEND and EHCP provisions.
- Be aware of pupils' individual education plans and respond accordingly.
- Encourage pupils to act independently as appropriate.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Attend to the pupils' personal needs, including social, health, physical, hygiene, first aid and welfare matters.
- Support pupils as directed by the Senior Leadership Team.

### **Support for the Teacher**

- Be a member of a Teaching and Learning team that plans and delivers a key part of the curriculum for the pupils.
- Supervise classes during the absence of the teacher.
- Assist in the preparation of learning materials and the learning environment, including the display of pupils' work.
- Work beside teachers in the classroom on learning activities.
- To assist in delivering additional learning plans for individual pupils such as therapy programmes or sensory integration programmes.
- To plan for and deliver SEND and EHC specific interventions as recommended by external professionals.
- Manage individuals or small groups of pupils with special learning requirements under the guidance of teachers, within or outside the classroom.
- Support teachers in managing pupil behaviour, reporting difficulties as appropriate.
- Carry out assessments and gather/report information from/to parents/carers as directed.
- Provide administrative support to teachers e.g. copying, typing, filing, collecting money.

- Use and operate ICT systems and equipment.

### **Support for the Curriculum**

- Support pupils in undertaking tasks, as directed by the teacher or Senior Leadership
- Prepare and maintain equipment/resources across the school and assist pupils in their use.
- Support pupils in their understanding of instructions and tasks.
- To ensure a range of teaching strategies are implemented to support the school's strategic objectives and relevant to individual's needs.
- To assist in the process of curriculum development to ensure the continued relevance to the needs of the pupils.
- To support the curriculum participation in enrichment activities.
- To support breakfast club, break times and lunch time cover.

### **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 concerns as appropriate.
- Be aware of and support difference, ensuring that all pupils including those with SEND, have equal access to opportunities to learn and develop.
- Assist with the supervision of pupils throughout the school day.
- To provide whole class cover, when needed, in classroom and around the school.
- Support the role of other professionals and attend relevant meetings as required.
- Accompany teaching staff and pupils on visits, trips and out of school activities.
- Work with parents, providing support and guidance as appropriate.
- Participate in regular training, professional development, and performance management.
- Take a leading role in preparing, resourcing and creating displays around the school.

### **Other**

- Undertake and when required, deliver or be part of the appraisal system and relevant training and professional development.
- Undertake other various responsibilities as directed by the Head Teacher, SENDCo and Class Teacher.
- To take part in school training and professional development with a commitment to acquiring additional SEND knowledge and expertise.
- To develop skills and knowledge related to specific needs of EHCP pupils.
- To cover after school clubs as maybe required by the school.
- Attend weekly CPD meetings.
- Take a leading role and undertake the running of interventions for pupils across the school.

- Provide art and design support across the school, as directed by senior leadership.

### **Culture**

- Support the school's values and ethos by contributing to the development and implementation of policies practices and procedures.
- Help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Help develop a school culture and ethos that is utterly committed to achievement.
- To be active in issues of pupil welfare and support.
- Support and work in collaboration with colleagues and other professional in and beyond the school, covering lessons and providing other support as required.

This document is considered to provide an outline of the areas that this role involves. This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken.

## Person Specification

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	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Attainment of 5 GCSE grades A – C (or equivalent) including Maths and English</li> <li>• Relevant Level 3 Qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to first- or second-class degree level</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Excellent levels of literacy and numeracy</li> <li>• Willingness to participate in development and training opportunities.</li> <li>• Use of basic technology – computer, video, photocopier</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum one year experience in a school setting/similar role.</li> <li>• Willingness to complete the Teaching Assistant Induction Programme</li> <li>• Experience of art and design</li> <li>• Experience of delivering and leading pupil intervention to enhance learning</li> </ul>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• A professional approach to their work</li> <li>• Awareness of Health and Safety issues</li> <li>• Excellent role model for oral and written communications</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with or caring for children and young people</li> </ul>
<b>QUALITIES</b>	<ul style="list-style-type: none"> <li>• A highly professional approach to their work</li> <li>• The ability to thrive in a ‘no excuses’ culture</li> <li>• Great energy, enthusiasm and hope</li> <li>• A real drive to make things happen</li> <li>• A passionate desire to make a difference</li> <li>• Good sense of humour</li> <li>• Willingness to be adaptable, flexible and understanding of change</li> </ul>	<ul style="list-style-type: none"> <li>• Creative and artistic</li> <li>• Confident to undertake large art and design tasks</li> </ul>