



## Support Staff Job Description

<b>Name:</b>	<b>Vacancy</b>	<b>Post:</b>	<b>Teaching Assistant (Learning Support Assistant)</b>
At Durham Johnston Comprehensive School everyone's first responsibility is to work towards fulfilment of the school plan. While job descriptions vary, our common commitment to the welfare and success of our young people does not. Generic and specific duties are itemised below.			
<b>Reporting to:</b>	SENCo, Director of Resources, Headteacher		
<b>Responsible for:</b>	The smooth functioning of Durham Johnston and the provision of a full, successful and supported learning experience for students.		
<b>Liaising with:</b>	SENCo, Director of Resources, Headteacher		
<b>Contract:</b>	<b>Permanent</b> (subject to a 6 month probationary period)  22.5 Hours per week Term time only (38 weeks) plus 2 weeks (pro-rata)		
<b>Working Time:</b>	To be confirmed  (includes 30 mins lunch UNPAID)		
<b>Grade:</b>	JE Unique Reference No: N9673 Grade 3 (SCP 4 - 6)	<b>Salary:</b>	£24,404 - £25,183 (pro-rata)
<b>Disclosure level</b>	DBS Enhanced		
<b>GENERIC DUTIES</b> <ul style="list-style-type: none"><li>• To promote the aims of the school plan.</li><li>• To promote the smooth and effective functioning of Durham Johnston.</li><li>• To participate in appropriate meetings.</li><li>• To celebrate and encourage the achievements of the students.</li><li>• To promote good order and discipline in school.</li><li>• To liaise with colleagues where appropriate.</li><li>• To take part in in-service training and performance management.</li><li>• To promote a pleasant learning environment in school.</li><li>• To follow the procedures and instructions of the LA and the Governing Body.</li><li>• To work at the reasonable direction of the Headteacher.</li><li>• Undertake training in First Aid.</li></ul>			
<b>This job description is current as of January 2025. All posts will be reviewed annually.</b>			
<b>Signed :</b>		<b>Date:</b>	

## Key Tasks

### Duties and Responsibilities

#### Support for Pupils, Teachers and the Curriculum

- Work in partnership with teachers and other professional agencies to provide effective support with learning activities;
- Awareness of and work within school policies and procedures;
- Support pupils to understand instructions, support independent learning and to promote the inclusion of all pupils;
- Implement and contribute to planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate;
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress;
- Support the teacher in behaviour management and keeping pupils on task based on the expectations for individual pupils;
- Under the guidance of a teacher monitor, assess and record pupil progress/activities;
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher;
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher and in line with health and safety requirements;
- Support pupils in their social development and their emotional well-being, reporting problems to the teacher as appropriate;
- Support pupils with SEND needs as appropriate;
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate and in line with school policies and procedures;
- Contribute to pupils plans and reports;
- Support the work of volunteers and other teaching assistants in the classroom;
- Support the use of ICT in the curriculum;
- Work with pupils not working to the normal timetable using Teacher's planning.
- Undertake pupil record keeping and maintenance of records as requested;
- Invigilate examinations and tests;
- Provide cover to supervise a class and/or small group on an unexpected non-timetabled basis only;
- Assist in escorting and supervising pupils on educational visits and out of school activities;
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, but not as a supervisory assistant;
- Maintain a clean, safe and tidy learning environment;
- Support children's learning through play and planned learning activities;
- Support pupils in developing and implementing their own personal and social development;
- May be asked to administer medications subject to agreement and in line with school policy;
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;
- Provide basic first aid, if appropriate, ensuring timely referral to the health service in emergency situations;
- Monitor and manage stock and supplies for the classroom.
- Prepare and present displays
- Provide support to pupils who have communication difficulties also where English is an additional language;

#### Support for the School

- Be aware of and comply with policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to an appropriate person;
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times;

- Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop;
- Contribute to the overall ethos, work and aims of the school;
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals;
- Attend relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

**The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the SENCO.**

### Person Specification – Teaching Assistant (Learning Support Assistant) Grade 3 SCP 4-6

	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Qualification</b>	<ul style="list-style-type: none"> <li>• Minimum 4 GCSE (Grade 4 - 9) including English and Maths or equivalent qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant qualification / training, e.g. NVQ Level 2/3 Support Teaching and Learning in schools</li> </ul>	Application, Selection Process, Pre-employment checks
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with or supporting learners, including those with Special Educational Needs</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of supporting those with Autism</li> </ul>	Application, Selection Process, Pre-employment checks
<b>Skills / Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to build a rapport with learners, including those with Special Educational Needs</li> <li>• Ability of work flexibly as part of a team</li> <li>• Good organisational skills</li> <li>• Good communication skills</li> <li>• Excellent ICT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to take on responsibility</li> <li>• Ability to understand child development</li> </ul>	Application, Selection Process, Pre-employment checks
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• A commitment and understanding of safeguarding issues</li> <li>• Sensitivity to pupils needs</li> <li>• Ability to remain calm in challenging and unpredictable situations</li> <li>• Enthusiastic and self-motivated</li> <li>• Willingness to undertake relevant training as required</li> </ul>		Application, Selection Process, Pre-employment checks