

Teaching Assistant Job Description

Job Title	Learning Support Assistant	Job Reference	LSA_WMSP_SB2 024
Location	Warren Mead Schools Partnership	Travel Required	No
Core purpose			
<ul style="list-style-type: none"> ● To support the teacher with their responsibility for the development and exceptional education of children in school, using routine supervision and care skills. ● To support the learning of children as directed by the Class Teacher and Phase Leader, working with groups of children and individuals and ensuring all children have access to the curriculum in a safe and caring learning environment. 			
Key accountabilities			
<ul style="list-style-type: none"> ● To assist in the delivery of teaching and learning activities, supporting children so that they achieve to the best of their abilities. ● To support in planning and evaluating programmes and adapting teaching materials to suit the particular requirements of individual children or groups of children. ● To discuss with and report back to the teacher on the observation and assessment of children's learning. ● To help maintain effective communication between school and home through daily communication books and handovers at the classroom door. ● To contribute to the carrying out of teaching and learning activities, including literacy and numeracy ● To participate in staff development activities and, where required, to contribute to any multi-disciplinary discussion of a child's needs/progress. ● To organise and maintain the learning environment. ● To work as part of a team to ensure that the well-being, behaviour and personal development of children enhances their learning opportunities and life skills. ● To maintain confidentiality in and outside the workplace. 			
Learning and Teaching			
<p>Under the direction of the class teacher:</p> <ul style="list-style-type: none"> ● To engage with the children during free flow learning. To be able to extend their learning in the moment with questions and prompts. ● To aid the pupils to learn as effectively as possible both in group situations and on his/her own by, for example by clarifying and explaining instructions. ● To ensure that pupils are able to use equipment and materials provided. ● To motivate and encourage the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs. ● To use praise, commentary and careful questioning to encourage pupils. ● To provide additional nurture to individuals when requested by the class teacher or phase leader. ● To implement agreed behaviour management strategies, consistently and effectively. ● To assist in carrying out individual programmes of learning or therapy. ● To help to make appropriate resources to support pupils. ● To establish supportive relationships with pupils. 			

<ul style="list-style-type: none"> ● To monitor pupils' responses to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes. ● To give positive encouragement, feedback and praise to reinforce and sustain the pupils efforts and develop self-reliance and self-esteem. ● To observe the children during their independent learning. To record these observations and set appropriate next steps to move the learning forward, under direction from the class teacher. ● To contribute to future planning by sharing general observations about children's engagement with the learning, as well as their knowledge and understanding during adult directed tasks. ● To support pupils in developing social skills both in and out of the classroom. ● To support the use of ICT in learning activities and with specific programmes to support learning. ● To provide regular feedback on pupils' learning and behaviour to the teacher, including feedback on the effectiveness of the behaviour strategies adopted. ● To know and apply positive handling techniques, where appropriate. ● To contribute towards reviews of the pupils' progress as appropriate.
<p>Recording and Assessment</p> <ul style="list-style-type: none"> ● To work within the framework set by the teacher, to contribute effectively to planning and preparation of lessons. ● To use ICT to advance pupils learning and confidence. ● To participate in the organisation of and accompany pupils on off-site activities under an agreed system of supervision. ● To liaise with the phase leader or inclusion leader to take part in training activities offered by the school to further knowledge and skills.
<p>Other</p> <ul style="list-style-type: none"> ● To undertake any other duties commensurate with the role as directed by the Headteacher.
<p>Accountability</p> <ul style="list-style-type: none"> ● To the Phase Leader and the Headteacher. ● GLF Schools expects its employees to work flexibly within the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
<p>Safeguarding</p> <p>GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.</p>