

JOB DESCRIPTION

READING BOROUGH COUNCIL	Department/Directorate:
Post Reference No: K364	Location: The Holy Brook School
Job Title: Level 3 Learning Team Assistant	Grade/Salary Range: RG4 SCP 11- SCP 22 - (Gateway SCP 17)

JOB PURPOSE

LEVEL 3 - To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. In the event of supervising a whole class, Learning Team Assistants will need to respond to questions and generally assist pupils to undertake set activities.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Governors
Head Teacher
Deputy Head Teacher
Learning Team Assistant

MAIN DUTIES AND RESPONSIBILITIES

SUPPORT FOR PUPILS

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of IEPs
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Have an emotional/physical duty of care to all pupils.

SUPPORT FOR THE TEACHER

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

SUPPORT FOR THE CURRICULUM

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

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 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
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required
- To represent the school positively.

Under supervision of class leader to monitor and maintain resources appropriate to Childrens learning and emotional care needs.

SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST

What level of CRB check is required for this post? ENHANCED

Does the post require a Protection of Vulnerable Adults (POVA) check? NO

Does the post require a Protection of Children Act (POCA) check? NO

What other security/safer recruitment clearances are required for this post

The Holy Brook School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment.

Is this post 'politically restricted'? NO

What Level H&S Responsibilities are applicable to this post? LEVEL 1

Please specify responsibility for implementing the Council's risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognized and that actions are taken and monitored to mitigate risks identified.

Health & Safety at The Holy Brook School is the responsibility of all staff at all times.

Please specify below any other Statutory Duties and/or responsibilities of this post not already covered in the 'Main Duties and Responsibilities' above

All staff at the Holy Brook School are required to have full team teach training for the use of restrictive physical interventions and abide by the schools behaviour policy

READING BOROUGH COUNCIL	Department/Directorate: The Holy Brook School
Job Title: NVQ 3 Learning Team Assistant	Post Reference No:

QUALIFICATIONS/EDUCATION/TRAINING:

Very good numeracy/literacy skills
NVQ 3 for Teaching Assistants or equivalent qualification or experience
Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.
Appropriate first aid training

EXPERIENCE:

Experience working with children of relevant age

SKILLS AND ABILITIES:

Can use ICT effectively to support learning

Use of other equipment technology - video, photocopier

Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation

Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies

Understanding of principles of child development and learning processes

Ability to self-evaluate learning needs and actively seek learning opportunities
Ability to relate well to children and adults

Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

SPECIFIC WORKING REQUIREMENTS:

To ensure that all pupils are assured dignity at all times when dealing with their personal hygiene and toileting needs.

12 hour basic Team Teach certification

First Aid in Schools

Universal Safeguarding of Children