

Education Teaching Assistant Team



JOB TITLE: Learning Support Assistant

REPORTS TO: Deputy Head

PAY BAND: 3

JOB PURPOSE:

To work under the guidance of a teacher planning and preparing lessons / learning activities and to deliver these with either a small group of pupils and on a one to one basis.

To manage and supervise pupil behaviour. To contribute to the maintenance of effective school administration.

KEY ACCOUNTABILITIES

To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve service plan objectives and targets

To participate in Career Professional Development and Appraisal and contribute to the identification of team development needs

PRINCIPAL RESPONSIBILITIES/DUTIES

Teaching and Learning Assistance – delivering learning under teacher guidance

- To assist in planning, organising and manage structured learning activities which reflect specific expertise and knowledge.
- Assist pupils to develop their independence through undertaking tasks.
- Create a structured, positive learning environment within the curriculum or subject area being taught
- Assisting pupil achievement by monitoring learning against learning outcomes, informing the teacher of progress/problems.
- Supervise pupils, delivering learning activities to small groups of pupils or individuals, adjusting activities within the scope of the lesson plan and learning outcomes in response to pupils learning.

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- Monitor pupil responses to learning through observation and structured assessment against pre-determined learning objectives.
- Provide feedback to teaching staff.
- Providing unobtrusive guidance and support to enable pupils to find answers to questions and tasks set, using knowledge of each pupil's differing levels of development and ability to ensure progression and continuity.
- Implement local and national learning strategies e.g. English, Maths, Early Years Foundation Profile and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of IT as a learning aid (including the use of specialist curriculum software), assisting pupils to develop IT competence and independent use of systems.
- Develop and determine the need for specialist equipment, to prepare and maintain these as associated with the specific subject area or curriculum key stage.
- Mark pupils' work, recording progress and achievement. Administer and mark tests where needed. In Early Years, make recorded observations of children's learning
- Provide classroom cover supervision in emergency circumstances including responding to pupil's questions and generally helping pupils undertake activities and achieve learning outcomes in the absence of the teacher.

General School Support

- Be involved in extra curricular activities, (e.g. clubs, activities, trips, open days, presentation evenings).
- Provide clerical and administrative support, e.g. photocopying, typing, filing, collation of pupil reports.
- Report pupil and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.