



THE SOUTHWATER INFANT ACADEMY

Teaching and Learning Assistant

JOB DESCRIPTION

This position requires a person who is able to work with young children, aged from 4-7 years old, depending on the vacancy, within an Infant Academy. The role will involve supporting classes, groups and individual children across KS1.

Purpose of job:

- To support class teachers to ensure high levels of progress, attainment and outcomes for pupils.
- Contribute effectively to the selection and preparation of group or 1-1 teaching resources that meet the diversity of pupils' needs and interests.
- Monitor pupils' responses to learning tasks and modify their approach accordingly.
- Monitor pupils' participation and progress, providing feedback to teachers, and giving constructive support to pupils as they learn.
- Communicate effectively and sensitively with pupils to support their learning.
- Promote and support the inclusion of all pupils in the learning activities in which they are involved.
- Use behaviour management strategies, in line with the academy's policy and procedures, which contribute to a purposeful learning environment.
- Organise and manage safely the learning activities, the physical teaching space and resources for which they are given responsibility.
- Ensure marking and feedback is in line with the academy's policy.
- To promote the academy's values of Respect, Honesty, Courage and Hope.
- Supervise children during break times, lunchtime and on school visits when necessary.
- Care for children who are unwell or have minor injuries
- To support children with their individual needs under the direction of the class teacher or SENCO, working with Individual Learning Plans, EHCPs or Individual Behaviour plans where necessary.

To undertake all of the following:

- Work as part of a team and ensure quality education for all children.
- Be aware of and support academy policies and procedures.
- Report any concerns regarding children's welfare or education, to the class teacher.
- Be aware of safeguarding procedures.
- Under the direction of the class teacher or SLT, liaise with parents as appropriate, maintaining sensitivity and confidentiality at all times.
- Where possible meet with the teachers to discuss planning before covering classes, preparing any required resources.
- The possibility of running an after-school club for additional pay if suitable
- Attend appropriate staff meetings and training days/events as requested.

Other Responsibilities:

- Any other duties required by the teacher or Headteacher within the scope of this post.

The postholder shall ensure that the duties of the post are undertaken with due regard of the Academy's Health and Safety Policy and their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

Confidentiality

Any information gleaned during the course of your duties is totally confidential whether this appertains to academy organisation, staff, parents or individual children.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.

Employees will be expected to comply with any reasonable request from the headteacher to undertake work of a similar level that is not specified in this job description. Attendance at INSET days and or staff meetings if requested – particularly for statutory training eg. First Aid, Child Protection, Fire Safety.