



## TEACHING AND LEARNING ASSISTANT JOB DESCRIPTION

Ref:	Job Profile
Position:	Teaching & Learning Assistant

**School:** Castleview School

**Grade:** Level 3 depending on scale point

**Reports to:** Headteacher

**Purpose of Role** To support pupil's effective, independent learning.

To support pupils with wellbeing and emotional and social development

To provide extra support for pupils with special educational needs or disabilities. Including intimate care needs when required.

To provide extra support for pupils with English as an additional language.

To support the teacher in the classroom and in preparation for lessons.

### Job Description

#### Support for Pupils:

Support children with learning activities in class, small group or 1:1 basis.

Under the guidance of the class teacher provide targeted intervention to children who require additional support to overcome barriers to learning.

Listen to children read, read to them and tell them stories.

Supervise group activities.

Provide emotional support to children who are upset or have had accidents.

Create displays from pupils' work.

Aid their learning as effectively as possible whilst developing their independence.

Ensure they can use any equipment and materials provided.

Meet physical needs as required while encouraging independence.

To provide support to pupils' general welfare, including first aid, feeding, sickness, toileting and changing their clothes as instructed to ensure they are clean, tidy and comfortable.

To assist with monitoring of physical wellbeing, including pupils' eating habits, to support the development of pupils' independence.

To support pupils' emotional wellbeing, self-reliance, self-esteem and resilience.

To assist in intimate care as required.

**Support for Teachers:**

Help to adapt learning materials, resources, and content to make it accessible for all

Assist the teacher with pupil feedback and other administrative tasks.

Support the teacher in managing class behaviour.

Assist with the development and implementation of EHC plans.

Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.

Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.

**Support for the Curriculum:**

Prepare the classroom for lessons and practice good housekeeping to ensure the classroom remains in good order.

Utilise technology tools to support pupils to enable them easier access to the curriculum.

To provide cover for colleagues including in unfamiliar classes.

**Support for the School:**

Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.

To embrace the school's behaviour policy and implement positive behaviour strategies at all times.

To identify the need behind the behaviour and support children's behaviour for learning.

Contribute to the overall ethos/work/aims of the school.

Take part in training, meetings, and reviews.

Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.

Recognise the importance of positive relationships and actively build trusting, positive, respectful relationships with pupils. Use the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.

Help with school events, trips and activities. This is expected to be within the working hours of the contract, 8:30am to 3:30pm, but may be outside of these times in some circumstances.

All TLA's will undertake break and lunch duties.

Support, promote and comply with decisions and policies agreed by the SLT and the governing body.

Develop effective, professional working relationships with colleagues

To work flexibly as part of the classroom team and to take part in the support and induction of new staff as well as the annual performance management scheme.

**Safeguarding Children:**

Display a commitment to the protection and safeguarding of children and young people in line with the 'Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings'.

Report to the Headteacher ANY behaviour by colleagues or children which raises concern.

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984.

You are required to comply with the school's Health & Safety policy at all time.

<b>Signed on behalf of the school:</b>	
<b>Print Name:</b>	
<b>Date:</b>	

<b>Signed by the employee:</b>	
<b>Print Name:</b>	
<b>Date:</b>	