

TEACHING AND LEARNING ASSISTANT

Accountable to:	Class Teacher, Deputy Headteacher or Head of School
Grade:	Scale 3 Sp 5 to 6 (pro Rata)
Hours:	32.15 Hours per week, Monday, Tuesday, Thursday and Friday: 8:30am to 3:30pm Wednesday: 8:30am to 4:30pm
Contract:	Fixed Term (for one year) Term Time Only

Main Purpose of the Post

To work under the direct instruction of teaching/senior staff, usually in or outside the classroom, to support access to learning for all pupils (including children with special needs) and provide general support to the teacher in the management of pupils and the classroom.

Key Responsibilities

Support for Pupils

- To ensure that each child's potential is fully developed in a social, physical, psychological and cultural sense and their development both as an individual and as a member of a group, is paramount at all times.
- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Assist with the development and implementation of Learning Support Plans (previously known as I.E.P.s).
- Maintaining good order and discipline among pupils, safeguarding their health and safety, both on school premises and when engaged in authorised school activities elsewhere.
- Supervise and support individual or groups of pupils across the school and during lunch and playtimes ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.
- To render first aid in accordance with school policy.

Support for Teacher

- Support pupils to understand instructions.
- Support pupils in respect of local and national learning strategies e.g. "catch-up group work", literacy, numeracy, KS2, KS1, Early Years, as directed by the teacher/SENCo.
- Support pupils in using basic ICT as directed.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

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.
- Appreciate and support the role of other professionals.
- 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 relevant meetings both during and after the school day as required.
- Participate in training and other learning activities as required and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Maintain an identified communal area of the school (subject to change annually), ensuring it is safe tidy and attractive.

Behaviour Management

- To foster in the pupils a sense of responsibility and caring towards others, adults as well as the facilities of the school and it's environment.
- To work in line with Statutory Guidelines relating to the Equality Act 2010.
- To positively manage pupil behaviour in line with the school policy, taking into account the ages, personal, social and emotional needs of each pupil.

School Policies

To work in line with school policies including:

- developing and maintaining links between home and school.
- Participating in relevant professional development as required in order to meet the needs of the pupils.
- developing knowledge and understanding of school policies and applying them as required
- To maintain confidentiality and sensitivity to the pupil's needs but have regard to the safeguarding procedures of the school and London Borough of Lambeth
- To carry out duties as directed by the Class Teacher, Deputy Headteacher and Headteacher.

Management of Resources

- To effectively use all school resources to support teaching and learning and raise the attainment of each pupil

School Ethos

- To foster in the children a sense of responsibility and caring towards the facilities of the school and its environment.
- To establish and maintain good relationships with colleagues, pupils and families.
- To plan and develop a classroom environment which will be stimulating and conducive to effective teaching, learning and achievement.

Responsibilities

- Comply with and assist with the development of 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 equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school and nursery.
- Establish constructive relationships and communicate with other agencies/professionals.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Continuously develop your own role, taking responsibility for identifying and addressing training and development needs.
- Carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.

Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Data Protection (where necessary please refer to Data Protection Act)

It is essential when working with computerised systems that you are completely aware of responsibilities at all times under the Data protection Act 2018 for the security, accuracy, and significance of personal data held on such systems.

Equal Opportunities

To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.

To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

Health and Safety

Employees are required to work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come into contact, such as members of the public, in premises or sites controlled by the school.

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps

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to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedures and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school and nursery's community.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

Safeguarding

To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

To remain vigilant and do everything possible to protect children, families and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to follow all associated child protection and safeguarding policies and procedures adopted by the School.

Note

The duties of the job description may be reviewed and subject to amendment annually in consultation with the jobholder. This is to ensure that the role continues to change in line with the needs of the School. The job description is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post-holder's responsibilities and duties.'

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school and nursery organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Signature of post holder _____ **Date** __ / __ / __

Signature of Line Manager _____ **Date** __ / __ / __

School: Clapham Manor Primary School and Nursery

Job Title: Teaching and Learning Assistant

Grade: Scale 3

Relevant Experience and Expertise	CRITERIA
Working with or caring for children of primary age	E
Working with or caring for children of early years and foundation stage age	D
Working with or caring for children with special educational needs both in an individual and group setting	D
Knowledge of the needs and social dynamics required to provide an effective environment in a classroom setting	E
Knowledge of the needs and social dynamics required to provide an effective environment during break times	E

Qualifications, Knowledge and Skills	CRITERIA
Evidence of proficiency in computing	E
Numeracy and literacy qualification at NVQ level 2, or equivalent, or enrolled on a course working towards this	E
NVQ 2 for Teaching Assistants or equivalent qualifications or experience	E
First aid At Work or Paediatric First Aid qualification	D
General understanding of national/foundation stage curriculum and other basic learning programmes/strategies	E
Basic understanding of child development and learning	E

KEY COMPETANCIES	CRITERIA
Teamworking: Demonstrates a clear commitment to the team approach; exchanging ideas and providing support to colleagues.	E
Caring Effectively: Demonstrate sensitivity, respect and kindness towards children, ensuring their needs are met	E
Communicating in Writing: Writes clearly and effectively for a range of recipients, demonstrating sound basis literacy skills.	E
Communicating Orally: Communicates successfully by matching the message to the listener and conveying key points clearly	E
Working with Numbers: Able to carry out basic calculations with consistent accuracy	E
Motivating and Enabling: Seeks to enable children to fulfil their potential.	E
Planning & Managing Activities: Understand the need to plan an appropriate level of work to ensure pupil progression and to assist in that assessment	E
Attitude: Positive can do attitude, energy and commitment, and able to provide high professional standards and standards of customer service	E
Making Decisions: Embraces responsibility for identifying sound and effective solutions to a variety of different problems	E
Demonstrating Resilience: Demonstrates positive, controlled and consistent behaviour even in crisis situations.	E
Maintaining Integrity: Maintains personal integrity and adheres to good practice.	E

Developing New Skills: Is committed to own development: seeks and embraces opportunities to improve skills & knowledge.	E
Respecting Diversity: Seeks to develop an understanding of different groups and individuals and works to ensure equitable and appropriate treatment for all	E
Excellent time and task management skills	E
Ability to work under pressure and to deadlines	E
Minimising Risk: Retains an awareness of the work environment, ensuring that the safety of customers, colleagues, and self is paramount.	E
Safeguarding: Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.	E