

Hathersage St. Michael's CE (A) Primary School Job Description for Teaching and Learning Assistants

Post: Teaching and Learning Assistant

One Post: Full time – 33.5 hours per week, 39 weeks.

Grade 7

Fixed term until end of August 2027 in the first instance

Establishment: Hathersage St Michael's CE (A) Primary School

Responsible to: The Headteacher and Assistant Headteachers

Liaison with: Teaching Staff, Teaching & Learning Assistants, Professionals, Staff involved in the Education of Children, Parents, Pupils.

Purpose of the Post: to carry out duties and responsibilities within the guidelines of the Derbyshire County Council Agreed framework for Teaching Assistants and the Education Act 2002, with particular regard to the regulations made under Section 133 and the statutory responsibilities of the Governing bodies of the school.

Duties and responsibilities:

Working under guidance to:

1. Primarily work 1-1 with a pupil in Foundation Stage/Year 1.
2. Support pupils during planned learning activities, promoting independent learning, providing the agreed support and giving feedback to the teacher about progress made by the pupils. Sometimes this may be within a whole class, with a group working away from the main class, with an intervention group or an individual.
3. Provide support to individuals and groups to enable them to access the wider curriculum, whilst monitoring progress and dealing with challenges as they arise.
4. Through effective learning strategies, support all pupils to participate in learning activities. This will involve being aware of pupils' needs, using appropriate equipment and materials and modifying resources as necessary to support pupils to participate and progress.
5. Support learning activities designed to develop skills and knowledge for all pupils by maintaining awareness of all stages of development and

individuals' specific needs and giving positive encouragement and feedback to ensure pupils are reaching their full potential.

6. Support and care for pupils by providing a safe and secure environment, responding appropriately to accidents, emergencies and following established procedures wherever appropriate.
7. Develop and promote positive relationships with pupils by communicating effectively, acting as a role model and setting high expectations, allowing them to feel valued and listened to and encouraging questions and ideas.
8. Provide reading support for pupils implementing planned interventions to support their academic progress.
9. Promote the inclusion of all pupils within the classroom and school through supporting their social, emotional, moral, cultural & spiritual development.
10. Liaise closely with teachers, professionals and other relevant agencies regarding the work set for a class/group/individual to support pupils' learning and progress.
11. Observe and report on pupil performance. Update relevant records at agreed time intervals.
12. Effectively use ICT in the classroom.
13. Provide support for multi lingual/bilingual pupils, e.g. to help access the curriculum and support the development of target language.
14. Assist with the development of IEP's enabling pupils to understand and meet their targets.
15. Contribute to the overall ethos, aims and work of the school.
16. Participate in school based meetings and training activities and undertake any administrative duties relevant to the post.
17. Take an active part in appraising their own work against agreed priorities and targets in accordance with the school's performance management and supervision arrangements.
18. Lunchtime Supervision.
19. Carry out other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post.

Methods of Working

1. The post holder must carry out their responsibilities within the framework of the Derbyshire County Council agreed framework and the Education Act 2002, with particular regard to the regulations made under section 133 and the statutory responsibilities of the Governing Board.
2. To understand and comply with the schools/Derbyshire County Councils Child Protection/Safeguarding Policy/Guidelines
3. To maintain confidentiality and observe Data Protection and associated guidelines where appropriate.

4. To carry out duties and responsibilities of the post in compliance with the schools Equal Opportunities Policy.
5. To understand and comply with the schools Health and Safety Policy in the performance of their duties and responsibilities.
6. To understand and comply with all other relevant school policies e.g. Behaviour Policy.
7. Carry out any other duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post, including some tasks at lower grades.

Signed..... Date