

Job Overview

TEACHING AND LEARNING ASSOCIATE/ PARTNER

POST DETAILS:

35 hours per week, Monday to Friday (8.30am to 4.30pm, inclusive of rest breaks) for 40 weeks of the year, mainly in term-time.

KEY PURPOSE:

As a specialist within the associate workforce, making a significant contribution to teaching and learning programmes in a variety of different contexts. Working in concert with the nominated class teacher in respect of statutory responsibility for the well-being and progress of the learners, whilst at times exercising considerable independence and autonomy, by:

- Supporting learners and encouraging parents, guardians and carers to participate positively in the lives of their child(ren) at school through better engagement;
- Supervising learners, as directed, in scheduled activities within and beyond the arrangements of the normal timetabled day; taking clear responsibility for their guidance, safety and well-being, including during unstructured periods such as break time;
- Supervising learners as directed in other circumstances during statutory assessments or in the event of the assigned teacher being absent or unavailable;
- Working in partnership with other professional colleagues including class teachers by contributing to the planning and preparation of learning resources as is necessary to meet the needs of individuals and groups of learners;
- Working with other agencies to ensure that the support provided is joined up, coherent and coordinated; being focused on core areas concerned with overcoming barriers to learning, addressing poor attendance and also tackling issues of poor behaviour;
- Undertaking routine administrative and clerical duties to support the policies, systems and procedures of the school and the wider Trust, as deployed;
- Making a positive contribution to the broader needs of the Trust such as enrichment activities, by carrying out any duties deemed to be reasonable and commensurate with the status of the post.

KEY ACCOUNTABILITIES:

To be accountable to and line managed by the:

- Nominated Assistant Principal/Headteacher, as appropriate.

Job Description

TEACHING AND LEARNING ASSOCIATE/ PARTNER

ROLES AND RESPONSIBILITIES:

Teaching and Learning

Key Tasks:

As a member of the associate teaching workforce, to undertake duties and specified work so as to support teaching and learning in respect of learners of all backgrounds and abilities; understanding the responsibilities and duties of a Classroom Teacher and fulfilling the role in a manner which is wholly consistent with published aims, core values, policies and operational procedures of the School or College and wider Trust, as appropriate.

This will involve assisting colleagues appropriately in:

- Assessing the needs of learners on entry to school, as appropriate so that suitable teaching materials, lesson plans and preparations can be made in order to deliver an effective curriculum;
- Using a variety of styles and methods of teaching suitably differentiated, which take into account the individual learning and linguistic needs;
- Developing schemes of work together with personalised study support programme(s) tailored to meet the needs of individual learners;
- Marking class work and homework thoroughly and constructively, so that learners understand how their work has been assessed and are able to use assessment as a means to improve their own standards of achievement;
- Giving feedback to learners about their progress and setting individual targets for improved performance.

Classroom Management

To work under guidance and direction to provide a stimulating learning environment which supports the ethos of the school and guarantees consequent good progress. This will require working in collaboration with the assigned class teacher and liaison with other colleagues to assist in:

- Ensuring that the learning environment is orderly and that it is stimulating through displays of work and other appropriate materials;
- Always having regard for the safety and well-being of learners as set out in Safeguarding, Health and Safety Policies, etc., and to be cognisant of safety routines such as those for fire evacuation procedures and risk assessment;
- Maintaining clear and firm classroom discipline by actively supporting the established systems and routines, including rewards and sanctions, informed by the stated expectations of the School, as appropriate.

Record Keeping

To work under guidance and direction to provide timely and comprehensive records, ensuring that the management information system (MIS) is populated with accurate and up-to-date data. This will require working in collaboration and liaison with other colleagues to assist in:

- Maintain an accurate and up-to-date log of attendance in relation to each lesson or session, following up lateness or non-attendance;
- Keeping accurate classwork, homework and marking records so as to complete profiles, records of achievements, other documentation, as required, so as to have input at parent consultation meetings, as necessary.

Welfare and Guidance

To work under the guidance and direction to provide the necessary information, advice and guidance to secure good progress and achievement. Specifically, in the role of a Form Teacher, this will involve:

- Promoting high standards of attendance, punctuality, work, personal presentation and behaviour; fostering a climate of achievement and high aspiration;
- Completing documentation in respect of electronic registration and adhere to policies for following up lateness to, or absence from school;
- Ensuring that key information is noted in planners; making arrangements for absentee notes to be posted, collected or forwarded, as appropriate, with follow up reply slips from home, etc.;
- Checking each planner at least once each week for comments in respect of home, staff, homework record, messages, etc., and make appropriate responses;
- Attending all meetings and events as required by the Trust and as set out in the annual calendar;
- Ensuring that learners understand and fulfil the expectations required of them as set out in relevant documentation such as the Home-School Agreement; regularly checking uniform, equipment and readiness for learning;
- Promoting learners' spiritual, moral, social and cultural development; accompanying learners to assemblies and encouraging participation in out-of-hours study support and other enrichment activities;
- Assisting in the collation of subject profiles and target setting; discussing such matters with parents, guardians and carers as appropriate, during consultation meetings, as required.

Performance and Development

To respond appropriately to the guidance and direction of the nominated Line Manager by:

- Attending all in-service training throughout the academic year in order to remain up-to-date and fully informed;
- Contributing to statutory performance management processes and pursuing in-service training or developmental targets arising from it.

Safeguarding Expectations

To adhere to safeguarding arrangements in line with policy and procedure and follow the Trust Code of Conduct. In so doing, this will require the postholder to:

- Act responsibly at all times in accordance with the ethos and vision of the Trust;
- Respond in a courteous and appropriate manner to enquiries from colleagues, stakeholders, visitors and members of the community, as required.

The Trust is committed to safeguarding and promoting the welfare of

children and young adults and expects all staff and volunteers to share this commitment. Postholders are expected to support this approach in the context of their role and adhere to and ensure compliance with safeguarding policies and procedures at all times.

OTHER:

- Assuming any other duties commensurate with the post at the reasonable request of the Classroom Teacher/Chief Executive Officer/Chief Officer/Principal/Headteacher or nominated member of staff in order to meet the changing needs of the Trust/College/School.

Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Chief Executive/Chief Officer/Principal/Headteacher to undertake work or a similar level that is not specified in this job description.

Employees are expected to present themselves and to act in a professional manner at all times.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

This job description is not prescriptive in that the needs of the Trust may change and this could necessitate revision in the future and amendment at any time, after consultation.

The days of the week which part-time staff are required to work may alter each academic year. Notification of any changes will be given by the previous half term.

2021