



TEACHING & LEARNING ASSISTANT JOB DESCRIPTION

Main Duties

Planning

1. Plan and prepare activities with SENCO and teachers, participating in all stages of the planning, development and implementation cycle, including to differentiate mainstream planning in order to meet the needs of the individual child.
2. To evaluate sessions delivered, and plan next steps in learning.
3. Develop and prepare resources in advance for learning activities in accordance with the lesson plans and in response to the pupil's need and health care plan.
4. Implement advice and strategies from CPD and network with outside agencies, to implement strategies.
5. Form part of our 'Reading Squad', who deliver the Little Wandle reading program across Reception and KS1

Teaching and Learning

1. Monitor and contribute to the assessment and recording of the pupil's development and be involved in the sharing of this information, including pupils with Individual Education Plans.
2. Assist with supporting social and emotional development.
3. Contribute to the development and delivery of specific support programmes e.g. care plans, speech & language plans etc.
4. Monitor and report on the progress of the pupil in and out of the classroom.
5. To be responsible for the development, planning, implementation and evaluation of specific learning programmes in consultation with the SENCO, class teacher and other agency professionals.
6. Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to the SENCO and teachers.
7. Motivate and progress the pupils' learning by using clearly structured, interesting teaching and learning activities.
8. Be familiar with lesson plans, IEP targets, pupil profile and learning objectives.
9. Promote and support inclusion of the pupil, both in learning activities and within the classroom.
10. Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage the pupil to interact and work co-operatively with others.
11. Organise and safely manage the appropriate learning environment and resources.
12. Promote and reinforce the pupil's self-esteem and independence and employ strategies to recognise and reward achievement and self-reliance.
13. Deliver timely intervention to address gaps in learning
14. Liaise with staff to identify pupils who require additional support.

15. Lead small group intervention sessions for pupil premium pupils and those who require additional support,
16. Work as part of the reading squad team to deliver high quality group reading sessions.
17. Support the role of parents in their child's learning and contribute to meetings with parents to provide constructive feedback on progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.
18. Provide cover for teachers, by delivering planned lessons.

Monitoring and Assessment

1. Monitor, support and manage any training, auditing, ordering and implementation of SEND Learning programmes and procedures and risk assessments for the pupil.
2. Monitor and report on pupil progress in and out of the classroom and share with SENCO, teachers, agency professionals and parents.
3. Assess the pupils' responses to learning tasks and personalise provision to meet their needs, including marking the work of pupils you work with.

Mentoring, Supervision and Development

1. Work within the general directions of the Headteacher, SENCO and or class teacher.
2. Take personal responsibility for specific tasks as delegated by the Headteacher, SENCO or class teacher.
3. Be responsible for your CPD training and development needs to have the relevant skills and knowledge to provide specialist support.
4. Have a working knowledge of the SEND Code of Practice.
5. Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.

Behavioural and Pastoral

1. Promote equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
2. Understand and implement school safeguarding procedures and comply with legal responsibilities.
3. Assist in maintaining the school's expectations of the behaviour policy and provide consistency in strategies used.
 4. Provide support and assistance for the pupil's pastoral needs. Provide pastoral support through wellbeing activities and therapy.
5. Seek strategies to support and coach pupils with their pastoral needs.
6. Be willing to support with break and lunchtime duties