



"Be The Best You Can Be"

Mrs Charlotte Lavender. Head teacher

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Job Description – Teaching and Learning Assistant

Post: Teaching Assistant – Grade 7

Hours: Mon – Fri (28 hours and 25 minutes)

Responsible to: Headteacher

Purpose of post: To provide support to the Headteacher and teachers in implementing all aspects of best practice and policies in order to enable the highest possible outcomes for all our children. The successful candidate would be expected to be able to support anywhere across school

Main duties and responsibilities:

SUPPORT FOR PUPILS

Provide a secure, caring and enriching environment for all pupils.

Supervise and provide support for pupils, including those with special needs, ensuring their safety and access to learning activities.

Model and exercise high quality care and education for all children during the school day, inside and outside. Promote development and learning, physical, emotional and social of all children in line with requirements and guidance.

Assist with the development and implementation of programmes of work to support learners and provide personal Care if appropriate.

Establish positive, constructive relationships with pupils of all abilities and interact with them according 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.

Teach small groups of children under the direction of the class teacher.

Assist in resolving behavioural and emotional problems of children.

Set challenging and demanding expectations and promote self-esteem and independence.

Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

Provide basic first aid (when qualified),

Hasland Infant School is committed to safeguarding and promoting the welfare of children.

SUPPORT FOR TEACHERS

Provide cover for the teacher in their absence and whilst undertaking weekly planning preparation and assessment time.

Work alongside the teacher to maintain a purposeful, orderly and supportive learning environment, in accordance with lesson plans.

Display pupils' work as well as information for parents.

Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.

Assist with the planning of learning activities (inside and outside).

Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.

Make and record observations

Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.

Record observations and assessments

Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

Establish positive, constructive relationships with parents/carers and other adults. Undertake routine marking of pupils' work.

Share records with parents, carers and professionals where appropriate.

Provide clerical/admin support e.g. photocopying, filing, etc.

SUPPORT FOR THE CURRICULUM

Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.

Support the use of ICT in learning activities and develop pupils' competence and independence in its use.

Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity 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.

Promote and contribute to the overall ethos/work/aims of the school.

Appreciate and support the role of other professionals.

Attend and participate in relevant meetings as required.

Participate in, and contribute to, training and other learning activities and performance development as required.

Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

To work in partnership with all members of the school community to support the needs of all children and their families.

Participate in the development and delivery of local initiatives.

Complete a common core programme of induction for working with children.