



JOB DESCRIPTION FOR TEACHING & LEARNING ASSISTANT

PURPOSE OF JOB:

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed programmes of work with individual/groups, in or out of the classroom.

Subject to agreement of arrangements, staff may also supervise whole classes occasionally in the short-term absence of teachers, with a primary focus of maintaining good order and keeping pupils on task.

JOB DUTIES:

Supporting the pupil

1. To have knowledge of a range of learning support needs and to develop an understanding of the specific needs of the pupils to be supported.
2. To aid the pupils to learn as effectively as possible, both in group situations and individually by, for example,
 - clarifying and explaining instructions
 - motivating and encouraging pupils
 - meeting physical needs as required whilst encouraging independence,
 - assisting in areas of specific weakness, such as speech and language or writing tasks
 - ensuring the pupils are able to use the equipment and materials provided.
 - helping pupils to concentrate on and finish work set
 - attending to pupils' personal and health needs
3. To assist the class teacher in devising strategies, drawing up and implementing action plans to overcome behavioural, physical or learning difficulties.
4. In conjunction with the teacher to assist those children with challenging behaviour to learn as effectively as possible, using all appropriate strategies for that child or children.
5. To establish a supportive relationship with pupils and develop/promote self-esteem where appropriate.
6. Under the direction of the teacher to assist in the delivery of the national curriculum (particularly English and Maths) within the school by contributing to planning, using support materials to aid learning, and assessing a small target group of pupils in a planned programme of study.
7. To ensure resources are available and suitable for activities including preparing other materials where necessary, incorporating the use of ICT in the learning process, where appropriate.
8. To ensure the safety of pupils while in your care
9. To work with outreach support and carry out specific duties outlined in pupils' Education/Health Care plans where relevant

Supporting the teacher

1. In conjunction with the class teacher (and other professionals as appropriate) to maintain a system of recording pupil's progress in line with school policy.
2. To participate in curriculum planning, and the evaluation of the support programme.
3. To provide regular feedback about the pupils to the teachers.

4. Provide feedback to pupils in relation to progress and achievement
5. Where required to assist the teacher / Inclusion manager to develop a suitable programme of support and then carry out the programme within the classroom or in a withdrawal situation.

Supporting the school

1. To liaise, advise and consult with other members of the team supporting the teachers when asked to do so.
2. To contribute to written reports and reviews on pupil's progress, including maintaining records, as appropriate.
3. Administer and assess routine tasks and invigilate exams/tests
4. Where appropriate, to foster links between home and school.
5. To maintain confidentiality and respect the privacy of children, parents and staff.
6. To contribute to review meetings as appropriate.
7. To administer first aid for pupils, under direction, where appropriate training has been provided.
8. To attend relevant in-service training
9. To be aware of school procedures and comply with these.
10. To complete any other task as directed by the head teacher

Teaching Assistant Person Specification

We are looking to appoint a Teaching Assistant who has the following qualities:

- Possesses good communication skills; verbal, written and by email.
- Has a good knowledge of IT, including the use of MS Outlook and other email software.
- Is pro-active and can anticipate the needs of their Class Teacher and children.
- Can work effectively, both as part of a team and on their own, and can form effective working relationships with other staff.
- Can form effective working relationships with children of all backgrounds and abilities.
- Is able to motivate and encourage children of all backgrounds and abilities.
- Is flexible and adaptable, and is willing to go 'the extra mile' for the good of the school.
- Is able to gain, or already has, an enhanced DBS clearance.
- Is well organised.
- Has high expectations of their own performance and sets themselves high standards.

- Has a firm understanding of inclusion and equal opportunities principles.
- Is prepared to support and implement any/all school policies.