

Job Profile – Teaching and Learning

Job Title **Teaching and Learning Assistant**

Job Role **Teaching and Learning Support**

Level of Duties **Level 3**

Grade **Grade E SCP 9 - 15**

Job Purpose

1. To assist the teacher in the whole planning cycle and the management/preparation of resources, to work both in and out of school hours to enrich curriculum learning, both in and out of school to enrich curriculum learning
2. To undertake work, care or support programmes, inclusive of special / individual learning needs, to enable access to learning for all pupils
3. To assist the teacher in the management of pupils and the classroom

Support to Pupils

1. Build and maintain successful relationships with pupils, acting as a role model and encouraging their development as learners
2. To set high expectations for pupils, respecting their social, cultural, linguistic, religious and ethnic backgrounds
3. Using specialist skills (curricular / learning), training and experience to provide support to pupils, including those with special needs or EAL needs, ensuring their safety and access to learning activities. This may include toileting and changing children where appropriate.
4. To assist with the development and implementation of IEPs, personal care programmes and step descriptors for EAL pupils
5. To promote independence and employ strategies to recognise and reward achievement within established school procedures
6. To promote inclusion and acceptance of all pupils in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher
7. To provide feedback to pupils on their progress and achievement under the guidance of a teacher
8. To be involved in the process of adapting activities to match pupil needs

Support for Teachers

1. To promote positive values, attitude and good pupil behaviour, dealing promptly with conflicts / issues and encouraging pupils to take responsibility for their own behaviour, in line with the school behaviour policy
2. To liaise sensitively and effectively with parents and carers as agreed with the teacher and participate in feedback sessions/meetings with parents under the teachers supervision

3. To work with the teacher to plan lessons. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement, adjusting lessons and work plans as appropriate
4. To implement agreed learning activities / teaching programmes with advice from a teacher, adjusting activities according to pupil's needs Occasional supervision of classes during short term absence of teachers
5. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning outcomes
6. To provide objective and accurate feedback to the teacher and reports as required on pupil progress, ensuring availability of appropriate evidence
7. Undertake marking of pupils' work and accurately record achievement / progress against an agreed marking scheme under the guidance of a teacher
8. To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of records and systems as requested
9. To be responsible for the planning, mounting and displaying of pupils' work in the classroom, under the guidance of a teacher
10. Within the context of the role, to determine the need for, prepare and maintain general and specialist equipment and resources
11. To provide minimal clerical support for teachers e.g. photocopying, filing, collecting money, checking deliveries, administering coursework, production of work sheets for agreed activities
12. To administer and assess / mark routine primary tests and contribute to the invigilation of tests / examinations as required

Support for the School

1. To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person
2. To contribute to the overall work and ethos of the school
3. To work as part of a team and support the role of other people in the team and to establish constructive relationships with other agencies / professionals in liaison with the teacher, to support the achievement and progress of pupils.
4. To attend and participate in meetings as required
5. To undertake personal development and improve own practice through training, observation, evaluation and discussion with colleagues including performance management, and use this to lead, advise and support other
6. To assist with the supervision of pupils out of lesson time
7. To 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 a teacher

Common Core of Skills and Knowledge for the Children's Workforce

The common core covers six themes:

1. Effective communication and engagement with children, young people, parents and carers
2. Child and young person development
3. Safeguarding and promoting the welfare of the child
4. Supporting transitions
5. Multi-agency working
6. Sharing information