



Shine brightly together and reach for the stars!

JOB DESCRIPTION - Teaching and Learning Assistant

Responsible to: Headteacher / Deputy Headteacher / Teachers

Areas of Responsibility and Key Tasks

- Promote and actively support the values of the school
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- Provide a secure, caring and enriching environment for all the children
- Model and exercise high quality care and education for all children during the school day
- Promote children's self-esteem and inclusion through supporting the independent learning and inclusion of all children as required
- Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management
- Contribute to the planning and preparation of school activities, indoor and outdoor areas and visits
- Continually develop a high-quality learning environment including the display of children's activities and achievements and information for parents and families
- Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of children's work and contribute to maintaining a safe environment
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Work with individuals or small groups of children under the direct supervision of teaching staff and provide feedback to the teacher
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to the children's responses as appropriate
- Contribute to the assessment and recording of children's achievements, behaviour and progress
- Use ICT effectively to support learning activities and develop children's competence and independence in its use
- Support the teacher in monitoring, assessing, recording and providing feedback on children's progress and activities, including MY SEND Learning Plans
- Support the teacher in behaviour management, explaining instructions, re-phrasing and communicating clearly and keeping children on task
- Support children's social and emotional well-being, reporting concerns to the teacher as appropriate
- Participate in meetings and share records with parents, carers and professionals where appropriate



MELBOURNE INFANT SCHOOL

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- Assist children with eating, dressing and hygiene, as required, whilst encouraging independence
- Maintain and develop good working relationships with parents and other adults involved with the child
- Take part in playground duties on a rota basis
- Provide first aid where needed and complete the necessary paperwork involved with this. Comfort sick children until parent arrives
- Participate in and contribute to staff meetings and INSET as required
- Participate in the development and delivery of national and local initiatives
- Continue own professional development in line with school improvement priorities and personal professional needs
- Take on any additional responsibilities which might from time to time be determined and requested by the Headteacher