

Job Description

Role: Teaching & Learning Assistant with EAL support (TA)

Grade: Scale 3, Spine points 5-6 (£21,230 - £21,580), pro rata term time only (32.5 hours per week, 39 weeks per year)

Reporting to: Senior Leadership & Class teachers

Responsible for: Supporting learning for all children and children

Purpose of Post

To work under the direct instruction of teaching/senior staff, usually in or outside the classroom, to support access to learning for all pupils (including children with special needs) and provide general support to the teacher in the management of pupils and the classroom.

Main Duties

The duties outlined in this job description may be modified by the Executive Headteacher, after discussion with you, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Support for Pupils

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support individual or groups of pupils across the school and during lunch and playtimes ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately 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.
- Encourage pupils to act independently as appropriate
- React constructively to challenging situations involving the care and management of individual children
- Liaise with the Autism Resource Base Teacher/SENCO regarding pupil's Special educational Needs ● Support the Autism Resource Base Teacher/SENCO in the delivery of a range of therapeutic approaches
- Where appropriate, attend meetings (including Annual Reviews) with internal and external stakeholders to discuss concerns, progress and next steps as necessary.
- Support children with Inclusion links/visits to other schools.
- Champion EAL across the school by making environmental changes where appropriate, for example: additional visuals and opportunities for communication.

- Screen children's EAL levels when a concern is raised by a class teacher, parent or member of the senior leadership team.
- Liaise with the SENDCo regarding pupil's EAL targets and outcomes.
- Under the guidance of the SENDCo carryout intervention 1:1 or in groups for children with English as an Additional Language.
- Make and distribute resources to support pupil's EAL needs in the classroom.

Support for the Teachers

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Undertake pupil record keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Provide clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.
- Provide general clerical/administrative support aligned to the "24 tasks" outlined in the Teachers Pay and Conditions document e.g. photocopying, producing worksheets for agreed activities and assisting with /putting up classroom displays.

Support for the Curriculum

- Support pupils to understand instructions.
- Support pupils in respect of local and national learning strategies e.g. "catch-up group work", literacy, numeracy, KS2, KSI, Early Years, as directed by the teacher.
- Support pupils in using basic ICT as directed.
- Prepare and maintain equipment/resources as directed by the teacher 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.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings both during and after the school day as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Maintain an identified communal area of the school (subject to change annually), ensuring it is safe tidy and attractive.

Equal Opportunities

- To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.
- To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Safeguarding

- To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority

Health and Safety

- To work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.
- To ensure compliance of procedures are observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

Data Protection

- When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 1984 for the security, accuracy, and significance of personal data held on such systems.
- To undertake such other duties that may be required to meet the needs of the service.

Other Duties

Developing Self and Working with Others

- to attend training sessions and meetings as required;
- to keep up to date with developments and changes in legislation and guidance, and to seek, consider, and act upon professional support and advice as required.

Strengthening Community

- to develop and promote the services of the school to meet the needs of the community;
- support and enable colleagues to flourish and develop in their roles, engendering a cohesive and cooperative approach to best support the ethos and values of the school;
- support and encourage the school's ethos, its objectives, policies and procedures.

Contribute to:

- ensuring regular and effective communication with parents, governors and other key stakeholders in supporting and improving pupils' achievement and personal development;
- developing the school's partnerships with parents, the local community, businesses, other organisations and schools, to enhance and enrich the school and its values to the wider community; building a school culture and curriculum that takes account of the richness and diversity of the school's communities;
- promoting the concept of lifelong learning and family engagement with learning through partnership.

Safeguarding and Promoting the Welfare of Children

- to support the Senior Leadership team, to ensure a safe and supportive culture in the school;

- to support the Senior Leadership team, to ensure the welfare of children is safeguarded and promoted in line with current best practice and LA advice.



The main duties and responsibilities indicated are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment). Other duties of an appropriate level and nature may also be required, as directed by the Executive Headteacher and Heads of Schools (Secondary and Primary). Please note that the post holder may be required to work outside of normal school working hours for school events, meetings and emergencies. The job description will be reviewed annually in the light of those changing requirements and in consultation with the post holder and Executive Headteacher.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information.

Equal Opportunities

Actively support the School and Borough Equality Policies. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Health and Safety

Employees are required to work in compliance with the school's health & safety policies and under the Health & Safety at Work Act, ensuring the safety of all parties they come into contact in premises or sites controlled by the school.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Enhanced disclosure from the Disclosure & Barring Service is essential.

Person Specification

The person specification below outlines the key knowledge, experience, skills and qualities required for this position. Candidates will be expected to demonstrate knowledge and understanding of each area and to show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the school context. The selection panel will assess each candidate against the essential criteria listed (**bold text**). Shortlisted candidates will be selected entirely on the extent to which they meet the essential criteria in their application form (unless stated otherwise below).

Experience	Working with or caring for children of relevant age
Essential Qualifications	Numeracy and literacy qualification at NVQ level 2, or equivalent. Completion of DfES Teacher Assistant Induction Programme or equivalent childcare qualification. Participate in development and training opportunities
Knowledge/Skills	<ul style="list-style-type: none"> • Qualified knowledge of first aid • Use basic technology — computer, video, photocopier • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

Safeguarding	Displays commitment to the protection and safeguarding of children and young people and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.
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I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me (to be signed if appointed).

Print name: _____

Sign: _____

Date: _____