**Trinity Academy Newcastle Multi Academy Trust**

**Job Description**

**Post Title:** Teaching and Learning Support Assistant – Level 3 (AA3881)

**Evaluation:** 401 points **Grade:** N4

**Responsible to: Head of School**

**Responsible for:** N/A

**Job Purpose:** To provide support duties including transporting of students to and from school, attendance and curriculum related tasks under the direction of the teacher or senior staff member and responding to pupils’ welfare, social, emotional and physical needs.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

**(a) General**

1. To transport a cohort of pupils to and from school as directed by the Assistant Head (Behaviour & Attitudes), driving a range of vehicles owned by the Trust.

2. Support curriculum related tasks and undertake activities, as directed by the teacher/senior staff member, with individuals or small groups of pupils.

3. Providing clerical/admin support, e.g. administering coursework and preparing worksheets.

4. Supervising groups of pupils alone and participating in general activities including

giving sensitive support and intervention in children’s play.

5. Undertaking routine invigilation and marking.

6. Assist with the management of student behaviour in and out of the classroom or small group settings under the direction of the Lead Practitioner or Senior Practitioner.

**(b) Classroom Organisation**

7. To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.

8. Assisting in the preparation, maintenance and repair of books, apparatus and equipment, to include cataloguing and stocktaking of all resources.

9. Preparing pupils’ work for display in the classroom and around the school.

10. Demonstrating creativity in assisting with the practical resourcing of the classroom.

**(c) Learning delivery/support**

11. Working with pupils directly (both with individuals and small groups) on curriculum related tasks under the direction of the teacher/senior staff member.

12. Assisting in the delivery of all aspects of support to pupils including assessment, recording and reporting procedures and maintenance of individual pupil plans under the guidance of a designated teacher/senior staff member.

13. Giving relevant feedback to the teacher/senior staff member regarding the social, emotional and physical needs of pupils thus offering the teacher/senior staff member support in their assessment.

14. To attend and participate in regular meetings and participate in training and other learning activities, as required.

15. Assisting with monitoring and evaluating the learning environment provided for the pupils in his/her care and use this evaluation to help make necessary changes and developments within the classroom.

16. Working with teachers and other staff in planning the teaching programme and associated activities.

17. Taking an active role in liaising with external agencies and preparing reports for and contributing to reviews.

18. Following the school policy documents and schemes of work to keep updated with school and National Curriculum documentation.

**(d) Welfare and other duties**

19. To ensure vehicle checks are undertaken and driver logs are completed. Report any defect / accidents, accepting shared responsibility for the creation of a safe, healthy and secure environment for pupils within and outside the classroom.

20. Assisting in the supervision of pupils particularly at break periods and the beginning and end of sessions.

21. Providing of general care and welfare by responding appropriately to the social, emotional and physical needs of pupils. This will include responding to the needs of sick, injured or distressed pupils, taking sick pupils home and investigating reasons for absence.

22. Assist with the intimate care need of pupils eg cleaning and re-dressing children who had soiled themselves etc.

23. Administer medication to pupils by agreement with the jobholder in accordance with the school’s policy and procedure (only where the post-holder, in accordance with the LA guidance, has agreed to be the named volunteer for this task).

24. To promote and implement the school’s Equality Policy in all aspects of employment and service delivery.

**(e) Child Protection**

25. The postholder will have responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for, or comes into contact with.

As an employee of Trinity Academy Newcastle Multi Academy Trust, you may be required to work at any organisation within the Trust.