Job Description

Teaching and Learning Assistant

The post holder is immediately responsible to the Phase Assistant Head Teacher.

This job description will be reviewed annually and is subject to amendments following consultation between the Head Teacher and the post holder.

Support to Pupils

- To assist pupils in the use of resources including IT.
- To maintain pupils' interests and motivation.
- To assist pupils with dress/changing for activities/personal hygiene.
- To support individual and group work assigned by the teacher in raising core skills, support individual education plans (IEP/ISPs).
- The care and welfare of pupils to include toileting and feeding as required.
- Escorting pupils around school premises/and take home, together with another member of staff.
- General support to pupils in line with a statement of special needs or planned provision (Pupil Passport / ILP).
- Be a reliable member of the team, working co-operatively and with flexibility.
- To observe each child's progress and report on achievements, looking for progression and continuity.
- To develop excellent communications with parents and carers, encouraging them to participate in their child's progress and development.
- To encourage pupils to have a go. Support pupils to develop good learning behaviour.

Service Delivery

- To be aware of and maintain school policies and procedures.
- Help to develop more effective communication across the school community
- Preparation of rooms, equipment and displays.
- To maintain school routine.
- To promote high standards of behaviour throughout school in accordance with Discipline and Behaviour Policy.
- To support the ethos of the school.
- To maintain a safe environment.
- To assist with activities and the supervision of children at play (indoor and outdoor) and at mealtimes.
- To assist with planning and resourcing following the policies and procedures.
- To assist with the creation of a stimulating and attractive classroom environment.
- To attend Parent meetings and be involved in fundraising events as required.
- To assist in the assessment of pupil attainment/progress including the reviewing and marking of pupils' work.
- To assist with the supervision of pupils on school trips/visits.
- To keep materials and equipment in a tidy and safe manner.
- To liaise with teachers and other staff to obtain, exchange and record information on pupils in accordance with the policies.
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- To support the supervision of individuals/groups of pupils.
- To carry out first aid duties as required.

Support to Teachers

- To deliver pre-planned programmes of work under the direction of a teacher.
- To monitor the progress of individual / groups of pupils adapting teachers planning / resources / activities as needed.
- To assist in the assessment of pupil attainment/progress.
- To undertake duties on a rota basis during mid-morning breaks.
- To assist the teacher with the supervision of pupils on school trips/visits.
- To keep materials and equipment in a tidy and safe manner.
- To liaise with teachers and other staff to obtain, exchange and record information on pupils in accordance with school policy.
- To support the supervision of individuals/groups of pupils.

Support with the Curriculum

- To be involved in planning meetings.
- Attendance at appropriate training sessions as required.
- To undertake repairs and maintenance of books and equipment.
- To develop and prepare curriculum activities/materials.
- To participate in the operation of the Council's Personal Performance Development Scheme.
- It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
- The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.

Safeguarding

- Follow the schools' policies and practices
- Keeping up to date with knowledge of child protection and safeguarding
- Promote children's welfare and provide help
- Identify concerns early to prevent concerns from escalating
- Provide a safe environment in which children can learn
- Identify children who may benefit from early help

Other Duties

- Support the Class Teacher in the day to day management of the class as directed.
- Other duties as directed by the class teacher or Phase Leader HT in line with current pay grade and responsibilities.
- Carry out all duties with due regard for school and Local Authority policies.

Issued by: _____ (Head Teacher)

Received by: _____ (Post Holder)

Date Received: _____