

## JOB DESCRIPTION

**Name of Post holder:**

**Job Title:** Teaching & Learning Assistant

**Responsible to:** Senior TLA & Class Teacher

**Grade:** Scale 3 – 5 to 6

Area to maintain: \_\_\_\_\_ (subject to change annually)

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### **Main Purpose**

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 Responsibilities and Duties**

#### **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.

#### **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.
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#### **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, KS1, 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.

Signed: .....

Date: .....

## Teaching Assistant Person Specification

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

Signed: .....

Date: .....