

# LEARNING & TEACHING ASSISTANT B1 JOB PROFILE

## Purpose of Role:

To work under the direct instruction of teaching/ senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

## Key Responsibilities:

- To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- To supervise and support pupils ensuring their safety and access to learning
- To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- To promote the inclusion and acceptance of all pupils
- To encourage pupils to interact with others and engage in activities led by the teacher
- To encourage pupils to act independently as appropriate
- To prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work.
- To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- To undertake pupil record keeping as requested
- To support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- To gather/report information from/to parents/carers as directed
- To provide clerical/admin support - photocopying, typing, filing, collecting money etc.
- To support pupils to understand instructions
- To support pupils in respect of local and national learning strategies - literacy, numeracy, KS2, KS1 and/or early years, as directed by the teacher
- To support pupils in using basic ICT as directed

- To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
- To 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.
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school
- To appreciate and support the role of other professionals
- To attend relevant meetings as required
- To participate in training and other learning activities and performance development as required.
- To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To ensure promotion and support of Equal Opportunities and Health & Safety
- To undertake any other duties that are commensurate with the post

### **Professional Requirements, Standards & Quality Assurance**

- Understand the different areas of the curriculum.
- Participate in training and other learning activities and performance development as required.
- Appreciate and support the role of other professionals.
- Communicate effectively with other agencies/professionals, in liaison with the teacher, to support achievement and progress of children.
- Develop good relationships with parents and carers, including exchanging information and facilitating their support for their child's attendance.
- Supervise children in out of school hours activities, as required.
- Promote the inclusion and acceptance of all children.
- Establish constructive relationships with parents/carers.
- 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 children have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.

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## PERSON SPECIFICATION

This person specification outlines the key skills, knowledge, experience and behavior required to deliver this job profile and be the right fit within a high performing team.

SKILLS	ESS	DES
Good numeracy/literacy skills.	*	
Effective use of ICT to support learning.	*	
Able to use a range of technology (e.g. computers, iPads, printers, photocopiers etc).	*	
Ability to relate well to children and adults.	*	
Work constructively as part of a team.	*	
KNOWLEDGE & UNDERSTANDING	ESS	DES
Understanding of relevant polices/codes of practice and awareness of relevant legislation.	*	
Basic understanding of child development and learning.	*	
Working with or caring for children of relevant age.	*	
General understanding of national/foundation stage curriculum and other basic learning programmes/strategies.	*	
Understanding classroom roles and responsibilities and your own position within these.		*
QUALIFICATIONS / TRAINING	ESS	DES
NVQ 1 for Teaching Assistants or appropriate level of experience of operating in the classroom environment.	*	
Training in the relevant learning strategies e.g. literacy.	*	
Maths and/or English Grades GCSE A-C or CSE level 1.		*
First aid training/training, as appropriate.		*
Ability to self-evaluate learning needs and actively seek learning opportunities.		*

Hovingham Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.