

JOB DESCRIPTION

Job Title:	Learning and Teaching Assistant
Grade:	WAT Grade E: SCP10 - SCP14 (£27,694pa - £29,540pa) paid pro rata Actual starting salary £24,102pa
Reports to:	SENDCo
Supervises:	N/A
Generic JD based on	Learning & Teaching Assistant
Resources responsible for:	N/A

JOB PURPOSE and CONTEXT:

To work under the direct instruction of the SENDCo and teaching staff, usually in the classroom with the teacher.

To provide general support to classroom teachers in the care of pupils and management of the classroom (work may be carried out in the classroom or outside the main teaching area).

To assist teachers in the following:

- To play an important role within the Academy, helping to provide support for students who need particular help to overcome barriers to learning
- To support the personal development and academic achievements of all students within the Academy

MAIN DUTIES:

Supporting Students:

- Support students in class as directed by the SENDCo and/or teacher
- Supervise and provide particular support for students, including those with Additional Needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Learning Plans and Pupil Passports
- Establish constructive relationships with students and interact with them according to individual needs
- Assist in the testing and assessment of students

- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to students in relation to progress and achievement under the guidance of a teacher
- Implement access arrangements for students in examinations
- Advise parents/carers/personal care practitioner of medical needs/issues at school
- Assist students with their welfare, personal needs and general health matters
- Provide general support to students ensuring their safety and compliance with health and safety practice
- Delivering, planning and amending intervention programmes for students
- Record, monitor and review interventions on Provision Maps

Supporting Teachers:

- Create and maintain a purposeful, orderly and supportive environment within the classroom
- Assist with the planning of learning activities and the display of students' work
- Use strategies, in liaison with the teacher, to support students to achieve learning goals
- Monitor students' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on students' achievement, progress and problems
- Promote high standards of student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests, invigilate exams and undertake routine marking of students' work
- Provide administrative support, including the administration of coursework

Supporting the Curriculum:

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses
- Undertake literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher

- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use

Supporting the Academy:

- Support and appreciate the role of other professionals
- Maintain confidentiality regarding student matters as directed by the SENDCo
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Promote and safeguard the welfare of students you are responsible for or come into contact with.
- Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Liaise effectively with teachers/parents/guardians and other professional staff.
- Attend relevant meetings as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the academy.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise your own strengths and areas of expertise and use these to advise and support others.
- To assist with the supervision of students out of lessons including unstructured times.

General Duties:

To participate in the annual performance management process.

To promote and safeguard the welfare and protection of children, working with policies and procedures, taking care of one's own and other's health and safety.

To be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this role. It is not intended to be an exhaustive list of skills, efforts, or duties, associated with the position. There may be a requirement to undertake other duties reasonably required by the line manager/principal (and after discussion with the post holder) provided the task is commensurate with the post holder's core skill competencies, knowledge and experience in the role.

The job description and associated person specification will be reviewed regularly and any changes will be made in consultation with the post holder.

PERSON SPECIFICATION

<p>*Essential Criteria: experience/qualifications:</p> <p>Either 18 months+ experience in supporting children's learning in a secondary school</p> <p>OR</p> <p>Able to evidence a recent School Teaching Assistant qualification at least to Level 3</p>	<p>Desirable</p>
<p>Experience*</p> <ul style="list-style-type: none"> Supporting children's learning in a secondary school or similar educational environment 	<p>Working with SEMH students</p>
<p>Qualifications & Training*</p> <ul style="list-style-type: none"> 5 GCSEs or equivalent (including English and Maths), at C/4 or above NVQ 3 for Teaching Assistants (or equivalent) First aid training as appropriate (e.g. emergency first aid course) 	<p>Graduate</p>

<p>Knowledge/Skills</p> <ul style="list-style-type: none"> ● Understanding of relevant policies/codes of practice. ● Good understanding of areas of learning, e.g. literacy, numeracy, science, SEND ● Well-developed interpersonal skills to be able to relate well to a wide range of people. ● Ability to build good working relationships with students and adults. ● Work constructively as part of a team whilst being able to demonstrate initiative. ● Good communication skills. ● Effective use of ICT to support learning. 	
<p>Behavioural Attributes</p> <ul style="list-style-type: none"> ● Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. ● Open, honest and an active listener. ● Takes responsibility and accountability. ● Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. ● Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. ● Is adaptable to change/embraces and welcomes change. ● Acts with pace and urgency being energetic, enthusiastic and decisive. ● Communicates effectively. ● Has the confidence to manage groups of students and deal with challenging behaviour. ● Has the ability to learn from experiences and challenges. ● Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	

Notes:

In addition to the ability to perform the duties of the post, commitment to safeguarding and promoting the welfare of children will need to be demonstrated via:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***