



**Job Description**

**Post Title:** Teaching & Learning Assistant

**Grade:** 7

**Reporting to:**

Heath Primary is committed to safeguarding and promoting the welfare of its pupils. Anyone applying to work in our school is expected to share this commitment.

**Main Purpose of the Post**

To carry out duties and responsibilities within the guidelines of the Derbyshire County Council agreed framework for Teaching Assistants and the Education Act 2002, with particular regard to the regulations made under Section 133 and the statutory responsibilities of the Governing Bodies of schools.

**PURPOSE:**

Under the direction of teachers and/or SENDco:

- Collaboratively seek and provide the best circumstances for children and young people to learn and develop.
- To work in an interdisciplinary framework ensuring that physical, social and emotional development are encouraged and progressed.
- Communicate with all pupils according to their particular communication needs through effective practice in a total communication environment.
- To undertake all relevant care tasks and health routines necessary for pupils to be healthy, happy and able to make choices in their lives.

**CORE TASKS:**

- To receive and act on information from Head Teacher, Class Teacher or other professionals that ensures the wide-ranging needs of individual pupils are met and their quality of life is sustained or enhanced





- Relate to pupils in a sensitive and understanding manner, appropriate to their individual needs, gender, disability and cultural background
- Establish good relationships with parents and carers, encouraging dialogue, co-operation and partnership
- Under the guidance of the class teacher and using their observational skills and training: assist in the planning, delivery and assessment of pupils' individual programmes and targets
- Work on their own initiative under the direction of the class teacher, with minimum supervision to take responsibility for a pupil either in or out of school
- In accordance with school's guidance and policies provide comfort and immediate care to sick or injured children, this may include administering medication.
- As part of a team provide a consistent approach to working with pupils who have challenging behaviour, implementing and contributing to, behaviour support strategies
- In compliance with laid down health and safety procedures, take all reasonable steps to ensure the safety of pupils, themselves and colleagues
- Make good relationships with pupils and ensure a caring environment for pupils within the classroom
- Assist in the development of pupils' social skills e.g. washing, dressing, toileting
- Promote and reinforce pupils' self-esteem and work to build their confidence
- Supervise pupil during the lunch period as required

**SUPPORTING TEACHERS:**

- Contribute to the planning, delivery and assessment of educational work and activities
- Prepare materials and organise resources for lessons
- Monitor, evaluate and report back to the teacher on work undertaken by pupils
- Observe, monitor and assess pupil and keep records of their development as required by the class teacher
- Plan and set out in an appropriate way the materials, equipment and resources for class work and assist in the control and maintenance of these
- Develop and maintain good relationships with other professionals who work in school
- Undertake the presentation of pupils' work sharing responsibility for planning and putting up displays

**GENERAL:**

- To engage in the school's Professional Development Review process
- Attend planning and development meetings at team and whole school level
- Make a full contribution to the life of the school, supporting colleagues in their work for the school
- Follow all school policies and procedures and take part in the development and review of these as appropriate
- Represent the class, team or school as directed
- Work in any area of the school





- Work actively to develop positive relationships with colleagues and promote effective working within a fully integrated staff team
- Provide cover for colleagues as appropriate
- Undertake any other duties that may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms following consultation with the recognised Trade Unions
- Understand, and commitment to, Equality, Diversity and the ability to apply this to strategic work and day-to-day situations.
- Confidentiality and data protection
- The nature of the work may involve the postholder carrying out work outside of normal working hours.

Signed.....

Date.....

Signed:

Mr Lynch – Headteacher

