



## **Buxton Junior School**

### **Post title: Teaching and Learning Assistant**

### **Teaching and Learning Assistant Job Description:**

#### **Job Purpose**

Teaching and Learning Assistants are appointed to work with children as part of a team under the overall direction of the class teacher, SENCO and Headteacher, who will be responsible for the overall policy and educational programme, and for matters of control and discipline within the appropriate Articles of Government.

Your work is primarily to foster the participation of pupils in the social and academic processes of the school by recognising individual pupils' needs and identifying and implementing appropriate interventions under the overall management and guidance of the class teacher and SENCO.

You will encourage pupils to become more independent learners and help to raise the standard of achievement and attainment for all pupils. You will also support their emotional development and build relationships with the pupils and, if required, their families.

You will be required to run activities and planned interventions directed by the class teacher and the SENCO and it is expected that you will also contribute to this process. You may also be required to work in any sector of the school as directed by the Headteacher.

#### **Principal Duties and Responsibilities**

The following duties and responsibilities are developed from the Supporting Teaching and Learning National Occupational Standards (STL NOS).

#### **Key Duties**

- Provide support to individuals and groups to enable them to access the wider curriculum, whilst monitoring progress and dealing with challenges as they arise.
- Through effective learning strategies, support all pupils to participate in learning activities. This will involve being aware of pupils' needs, using appropriate equipment and materials and modifying resources as necessary to support pupils to participate and progress.
- Contribute to the implementation of an effective behaviour management strategy, applying it fairly and consistently within clear boundaries and reinforcing positive aspects of behaviour.
- Develop positive relationships with pupils, parents, carers and families by taking a partnership approach, maintaining and sharing accurate information where appropriate.
- Maintain confidentiality and observe data protection and associated guidelines where appropriate.

#### **Support for the Pupil**

- Support learning activities for all pupils by maintaining awareness of all stages of development and individuals' specific needs and giving positive encouragement and feedback to ensure pupils are reaching their full potential.
- Care and support pupils by providing a safe and secure environment, responding appropriately to accidents, emergencies and following established procedures wherever appropriate.
- Contribute to the care, health and well-being of pupils through the support of safeguarding for pupils by ensuring a safe environment, following policies and procedures at all times.
- Contribute to the safeguarding of all pupils by having an awareness of the signs of abuse and an understanding of relevant procedures and protocols, ensuring that any concerns are addressed in a calm and sensitive manner and in accordance with school procedures and policies.
- Develop and promote positive relationships with pupils by communicating effectively, allowing them to feel valued and listened to and encouraging questions and ideas.
- Support pupils during planned learning activities, promoting independent learning, providing the agreed support and giving feedback to the teacher about progress made by the pupils.
- Provide reading support for pupils implementing planned interventions to support their academic progress.

### **Support for the Teacher**

- Assist with the monitoring of pupil plans, reviewing and implementing interventions enabling the pupils to understand and meet their targets.
- Working alongside the class teacher to ensure that learning resources and materials are ready for use in activities.
- Contribute to the management of behaviour by encouraging positive behaviour in the classroom, in accordance with the school's Behaviour Policy.
- Accompany and supervise pupils on educational visits and out of school activities.

### **Support for the Curriculum**

- Support pupils in activities designed to develop subject knowledge and skills in literacy and numeracy by having an awareness of individual needs, learning targets, and the relevant support required to assist pupils' development, offering encouragement and feedback where appropriate.
- Prepare and effectively use ICT within the classroom environment to support and promote pupils' learning in ways that are stimulating and enjoyable for pupils according to age, needs and abilities.

### **Support for the School**

- Develop and maintain effective working relationships with other practitioners, drawing on their strengths and expertise in order to best support teaching and learning.

- Support pupils through transitions that occur in their lives, enabling them to manage them in a positive manner.
- Willingness to keep up to date with professional practice by maintaining an up-to-date understanding of the requirements of the role and individual responsibilities.
- Contribute to maintaining accurate pupil records following relevant procedure and ensuring confidentiality at all times.
- 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 relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Accompany staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

#### **Hours of work (to be agreed)**

All staff are expected to maintain high standards in the context of the School's Values: to uphold the Equality Policy; Health & Safety standards, and actively participate in training activities necessary to their post.

This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out any other duties as directed by the Headteacher; the responsibility level of any other duties should not exceed those outlined.

#### **Postholder's immediate supervisor – Headteacher**