



Job Description: Teaching Assistant

The Directors and staff at the Learning for Life Education Trust schools are committed to safeguarding and promoting the welfare of children and expect all staff, volunteers and visitors to share this commitment.

The Trust is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

Role summary:

To support the learning and development of pupils with the following:

- Communication and social interaction
- Attention and concentration
- Early literacy and mathematics
- Personal and hygiene needs

Key Tasks and Activities:

- Work collaboratively with teachers and other professional agencies to provide effective support for learning activities.
- Awareness of and ability to work within school policies and procedures.
- To work with children and young people who have complex needs, providing an appropriate level of emotional and physical support where necessary.
- To provide support under the direction and supervision of teaching staff to assist pupils to access the curriculum and participate fully in school activities.
- Support pupils to understand instructions, support independent learning and inclusion of all pupils.
- Provide support to pupils who have communication difficulties.
- Implement and contribute to planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress.
- Keep pupils on task based on the expectations for individual pupils.
- Provide support for pupils with challenging behaviour taking account of support plans and risk assessments under the direct supervision of a teacher.
- Support the teacher in monitoring, assessing and recording pupil progress.
- Support the use of ICT in the curriculum.

- Support children's learning through play and planned learning activities.
- Support learning by arranging/providing resources for lessons/activities in line with health and safety requirements.
- Prepare and present displays.
- Support pupils in their social development and emotional well-being, reporting problems to the teacher as appropriate.
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate in line with school policies and procedures.
- Assist in the development of pupil support plans.
- Support the work of other teaching assistants in the classroom.
- Undertake pupil record keeping and maintenance of records as requested.
- Assist with the supervision of pupils in the p
- Lead small group activities.
- Assist in escorting and supervising pupils on educational visits and out of school activities under the direction of a teacher.
- Maintain a clean, safe and tidy learning environment.
- Support pupils in developing and implementing their own personal and social development.
- Assist pupils with hygiene, as required, whilst encouraging independence.
- Provide basic first aid, liaising with the class teacher and/or senior leaders and if appropriate referral to health service in emergency cases.
- May be asked to administer medication subject to agreement and in line with school policy.
- Be aware of and comply with policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times.
- Contribute to the overall ethos, work and aims of the school.
- Undertake any necessary training for the role, as required.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Headteacher.

Line Manager: Nursery Lead Teacher