



# Kilburn Junior School

## Teaching and Learning Assistant Job Description

<b>Job title:</b>	<b>Teaching and Learning Assistant</b>	<b>Grade:</b>	<b>7</b>
Responsible to: (Line manager): Headteacher		Liaise with: SENCO, Class teacher	
<b>Duties and Responsibilities:</b> <ol style="list-style-type: none"><li><b>To carry out any reasonable duties within the overall function commensurate with the grading and level of responsibility of the job.</b></li><li><b>To support the teaching and learning programmes of children including those with ASD and ADHD, responding flexibly to their engagement, sensory needs and emotional state.</b></li></ol>			
<b>Support for pupils:</b> <ul style="list-style-type: none"><li>Provide support for individual students inside and outside the classroom to enable them to fully participate in activities</li><li>Assist in the implementation, where necessary, of SEND Plans for pupils and help monitor their progress</li><li>Work with other professionals as necessary and assist the class teacher in effective liaison with parents</li><li>Assist class teachers with maintaining pupil records</li><li>Support pupils in their social &amp; emotional development</li><li>Promote inclusion</li><li>To assist the class teacher in raising the attainment of identified groups of pupils</li><li>To provide additional support for pupils and to teach teaching programmes as identified by the class teacher.</li></ul>			
<b>Support for the teacher(s):</b> <ul style="list-style-type: none"><li>Assist in the assessment of children's learning – including next step marking and feedback</li><li>Assist in the management of pupil behaviour</li><li>Contribute to, when appropriate, the planning of learning activities – including helping to source &amp; prepare resources</li><li>Enable pupils to develop literacy &amp; numeracy skills in a group or 1:1 setting</li><li>Accompany teaching staff and pupils on educational visits</li><li>Source and preparing resources and display materials</li><li>Help to keep the school environment organised and tidy</li></ul>			
<b>Support for the School:</b> <ul style="list-style-type: none"><li>To undertake playground duties &amp; general supervision of children</li><li>To provide 1<sup>st</sup> aid support &amp; assist in the implementation of health care programmes &amp; administration of medicines</li><li>Be proactive in matters relating to health and safety</li><li>To be responsible for promoting the safeguarding and welfare of all children and to understand and comply with the school's and School and Trust's child protection guidance and policy</li><li>Support the implementation of school policy</li><li>Undertake professional duties that may be reasonably assigned by the head teacher</li></ul>			
<b>Support with the curriculum:</b> <ul style="list-style-type: none"><li>Support the development of resources which will assist children to access the whole curriculum</li><li>Assist in the production of resources that support pupil progress e.g. Homework planners/displays</li><li>Assist in the provision of extra-curricular activities</li><li>Assist in the delivery of school swimming/ PE sessions</li></ul>			
The Headteacher reserves the right to review and change this job description to reflect the developing needs of the school after consultation with the post holder			