

Job Description

Job Title: Teaching and Learning Assistant	Grade: Grade 3 SCP 5-6 (FTE £25,584-£25,989) Actual Annual Salary from £13,876-£14,096
Hours of Work: 24 hours per week: 5 mornings and 2 afternoons to include 30 mins lunch duty each day	Employment Status: Permanent
Work Pattern: Part Time Term time only	
Job Purpose: - To provide a high standard of physical, emotional, social and intellectual care for children in the setting. - To work as part of a team in order to provide an enabling environment in which all individual children can learn.	
Main Tasks 1. Be concerned with and monitor the general welfare of the child and implement the school’s safeguarding procedures. 2. Liaise with the class teacher on a daily basis to discuss individuals or groups of pupils that require support 3. Regularly report back to class teacher/Inclusion Leader on pupils’ progress and areas of concern. 4. Participate in consultations with the parents and other professionals where appropriate. 5. Implement strategies recommended by school or external professionals 6. Lunchtime/break time or medical supervision as required. 7. Attend staff training, after school meetings, school educational trips and special occasions in the school’s annual calendar if appropriate. 8. To take responsibility for maintaining agreed areas of a well-resourced, attractive learning environment. 9. To keep the pupils on task and to build motivation by modelling good practice. 10. To plan and deliver learning activities to groups and individuals when guided by the class teacher. 11. To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting, including safeguarding and confidentiality. 12. To be flexible within working practices of the setting, undertaking other duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, first aid, personal care etc. 13. To support individuals (SEND/EHCP) or groups assigned by the teacher or leadership team. 14. Any other duties that reasonably fall within the purview of the post which may be required.	

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