



**Penn Fields School**  
**Teaching & Learning Support Assistant**  
**Job Description**

**Salary scale: Grade 4 £26,403 - £28,142 (Actual FTE)**

**Term time, 35hrs per week, 44.85 weeks per year**

*“Where every moment is a learning opportunity and every moment matters”*

**Responsibilities include:**

- Supporting and delivering learning
- To work under the direct instruction of teaching staff / senior leaders
- To work in the classroom with the teacher, to support access to learning for SEN students
- To provide general support to the teacher in the management of students and the organisation of resources and the classroom environment
- Lead on 1-2-1 intervention sessions as directed by the Senior Leadership Team
- Working within all key stage phases as directed by the Senior Leadership Team

**Support for students:**

- Attend to the students' personal needs, and implement related personal programmes, including social, health, physical, hygiene and welfare matters
- Supervise and support students ensuring their safety and access to learning
- Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher
- Encourage students to act independently as appropriate
- Assist students in carrying out schemes of work and programmes set by teaching staff
- Support students' in their individual learning and development, for example, in their acquisition of cognitive and learning skills
- Help students to develop their literacy and numeracy skills, and thus to improve their attainment across the curriculum
- Follow trauma informed approach to support students

**Support for the Teacher:**

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of students work
- Be aware of student challenges/progress/achievements and report to the teacher as agreed
- Undertake student record keeping as requested
- Support the teacher in managing student behaviour, reporting difficulties as appropriate

- Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money, letters etc.
- Contribute to the planning and evaluation of learning activities

#### **Support for the Curriculum:**

- Support students to understand and follow instructions
- Support students in respect of local and national learning strategies e.g. literacy, numeracy, ICT, etc. as directed by the teacher
- Support students in using ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist students in their use

#### **Support for the School:**

- 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 differentiation and ensure all students 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 meetings as required
- Participate in training and other learning activities and performance management as required
- Assist with the supervision of students out of lesson times, including break times, after school, etc.
- Accompany teaching staff and students on visits, trips and out of school activities as required
- Assist the teaching staff in the smooth transition between educational phases
- Assist in the preparation of reports on students' performance, and contribute to the maintenance of students' records
- Liaise effectively with parents and other parties, as required
- To work in a professional manner at all times and represent the high standards of the school during contact with students, other staff, visitors, etc.
- Any other duties as reasonably directed by the Senior Leadership Team

#### **Staff Development:**

- Be a qualified first aider or train as one and continue to maintain the training to carry out the role
- To undertake appropriate professional development including adhering to the principle of performance management
- To achieve any performance criteria or targets relating to the post arising from the School's appraisal arrangements.

**General:**

- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents' evenings
- Responsible for ensuring all items timetabled against this role are met or adequate notice is given to the Deputy Headteacher if unable to complete tasks
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure that all tasks are carried out with due regard to Health and Safety.
- Liaise and communicate effectively with other teachers and staff.
- Show loyalty to the school and adopt a professional attitude.
- Holding yourself to account for your professional conduct and practice.
- Following all systems & process' within the school
- Organise and manage own work with little or no input from others but working within the given guidelines, parameters and systems

**Safe Guarding:**

The jobholder must observe their obligations in accordance with the School's Child Protection Procedure and the document 'Keeping Children Safe in Education and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. Copies of the above Procedure and document can be obtained from the School Welfare Manager.

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## **Special Conditions of Employment**

### **Rehabilitation of Offenders Act 1974:**

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered. If the jobholder is arrested or summonsed for an offence, or they receive a conviction, bindover order or a warning given by a police force, they are required to inform the Head teacher of this fact immediately. Such information will be treated in confidence, so far as is consistent with the safety of children, compliance with statutory safeguarding procedures and the School's relevant procedures. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

### **Health & Safety:**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed by the jobholder

### **Confidentiality and Data Protection:**

The job holder is expected to comply with the provisions of the Data Protection Act 2018 which includes the General Data Protection Regulations (GDPR). Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 2018 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The School's Whistleblowing Policy is available from the School Office.

### **Equality and Diversity:**

Penn Fields School is committed to equality and values diversity. As such the School is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

### **Training and Development:**

Penn Fields School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.

**Mobility:**

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the School may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

**Additional Information:**

**Please note:** This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, and will be reviewed through the appraisal process. This job description may be subject to review and / or amendment at any time to reflect the requirements of the job, following discussion between the Head Teacher and member of staff. Any amendments will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.

This job description will be reviewed annually in consultation with the teacher, headteacher and Governors.

<b>Post holder signature:</b>	
<b>Print Name</b>	
<b>Date:</b>	