

Job Title:	Teaching and Learning Assistant
Responsible to:	Principal / SENDCo / Class Teacher
Terms and Conditions:	30 hours per week, 39 weeks per year (term time + 1), fixed term contract until 31.08.26

Our Vision

Our vision is to work together to help every child to develop into high achieving, confident, healthy, caring and resilient members of their family and community; creating a pathway to support their career aspirations, independence and contribution to society.

Our Qualities

Every member of our team is expected to demonstrate the ability to:

- Develop positive relationships with all children and adults
- Recognise and manage their own emotions, thoughts and behaviours and understand how these can impact others
- Be curious around the reasons behind others' behaviours, accepting all feelings and beliefs
- Understand others' emotions and thoughts and feel a natural desire to support
- Have the courage to reflect, make changes and be keen to learn

Core Purpose

Under the instruction/guidance of teaching or other senior staff and within the overall ethos of the school, undertake care and learning programmes and activities to support individuals or groups of vulnerable students, including specialised support for those with special educational needs, EAL, PP, LAC, HAP, enable access to learning for students and assist the teacher in the management of students and the classroom.

Liaise with teachers, other support, health and education specialists, parents, visitors and volunteers and appreciate/support their roles. Work may be carried out in the classroom or in other teaching areas with small groups or in 1:1 situations.

Key Areas of Responsibility

Supporting the student:

- To attend to the personal and social needs of students and any other special requirements depending on the nature of a student's special needs and, wherever possible, making these part of the learning experience.
- Under agreed school procedures and in line with statutory guidance on supporting students at school with medical conditions, to give first aid/medicine where necessary
- Supervise and support students ensuring their safety and access to learning.

We are part of...

WENSUM TRUST


- 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 and encourage students to interact with others and engage in activities led by the teacher.
- Be aware of student problems, progress and achievements, report to the teacher as agreed and undertake student record-keeping as requested.
- Support the teacher in managing student behaviour, reporting difficulties as appropriate.
- Provide clerical and administrative support as required.

Support for the Curriculum

- Support students to understand instructions and in undertaking literacy and numeracy tasks as directed by the Teacher.
- Prepare and maintain equipment/resources as directed by the teacher and assist students in their use.
- To undertake exam access arrangements as needed.

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 difference and ensure all students have equal access to opportunities to learn and develop.
- Attend relevant meetings as required and participate in training and other learning activities and performance development as required.
- Accompany teaching staff and students in visits and out of school activities as required.
- Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Heads of School.

Staff Training Days

- 3 days to be taken as full days with all teaching staff.
- 2 days to be disaggregated to (1) support school events (2) independent work or (3) CPD throughout the year as twilights as directed by Line Manager.

Safeguarding

- Undergoing regular refresher training to ensure your safeguarding knowledge is as up to date as possible and in line with new guidance.
- Uphold statutory and school safeguarding measures at all times. Maintain a professionally curious attitude of 'it could happen here' in every aspect of the role.
- To support the development and monitoring of student awareness of safeguarding.

Health and Safety

- Be aware of the responsibility for your personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.
- Assisting with or undertaking risk assessments relevant to the post.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this role profile.

Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This role profile is current at the date shown but, in consultation with you, may be changed by the CEO or Board of Trustees to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

	Essential	Desirable
Personal Attributes	<ul style="list-style-type: none"> • Relational • Self-aware • Curious • Accepting • Empathetic • Reflective • Good Communication • People skills • Listening skills • Passion and enthusiasm to help young people to succeed • Team spirit • Patience • Determination • Caring • Good sense of humour • Shows a personal commitment to safeguarding and promoting the welfare and rights of young people • Appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their circumstances 	

Qualifications	<ul style="list-style-type: none"> • Good numeracy/literacy skills 	<ul style="list-style-type: none"> • Completion of DfE Teaching Assistant Induction Programme or equivalent experience.
Experience		<ul style="list-style-type: none"> • 1 years' experience working in a similar environment. • Completion of dyslexia course
Skills/Knowledge	<ul style="list-style-type: none"> • Effective ICT skills with a knowledge of Microsoft Office • Effective verbal and written communication • Self-motivated team member with the ability to work individually • Able to work on own initiative • Methodical and organised • Flexible and responsible approach • Knowledge and understanding of ASD 	<ul style="list-style-type: none"> • First Aid
Other	<ul style="list-style-type: none"> • The ability to converse at ease with students, staff and parents and provide advice and information in accurate spoken English is essential for the post. 	