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## **Job Description and Person Specification**

### **Job Description: Teaching and Learning Assistant (TLA) Holbrook School for Autism, Esteem Multi-Academy Trust**

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

#### **Scope of Role at Grade 7**

Grade 7 Teaching and Learning Assistants support teaching, learning and care under the direction of the class lead. They contribute to classroom routines, support behaviour and regulation, promote pupil independence and assist with personal care. Whilst they are not responsible for planning, they play an active role in implementing learning activities and providing consistent, high-quality support as part of the class team.

#### **Purpose of the Post**

To support teaching, learning and care under the direction of the class lead. This includes supporting pupil behaviour and regulation, promoting independence, assisting with personal care, preparing resources, and contributing to planning and pupil progress tracking where directed. Staff must be flexible and willing to work across different age groups, pathways and school sites, depending on school needs.

#### **Core Responsibilities and Tasks**

- Support pupils in class groups with class lead directed tasks
- Assist with behaviour management and regulation
- Contribute to pupil records under supervision
- Set out, manage and tidy learning resources
- Observe and report on pupil performance
- Support the planning of learning activities as directed by the class lead
- Promote pupils social and emotional development
- Support personal care and maintain health and safety standards
- Support use of IT in learning

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- Promote independence and positive behaviour
  - Liaise professionally with staff and parents
  - Follow all relevant school policies
  - Engage in CPD, including coaching
  - Work cooperatively with all colleagues and contribute to a consistent team around each pupil

### **Student Progress**

- Support pupil progress as directed by the class lead
- Promote inclusion, engagement and cooperative learning
- Encourage independence
- Communicate with parents and professionals when appropriate

### **Professional Practice**

- Maintain and apply professional knowledge
- Attend meetings and CPD
- Use initiative to adapt support strategies in response to pupil needs, within agreed boundaries and under teacher direction
- Share relevant knowledge and strategies with colleagues
- Contribute to the review and implementation of personalised behaviour plans that prioritise proactive, non-physical approaches. Support consistency across the class team in applying them.
- Follow behaviour support plans and policies
- Maintain confidentiality and follow data protection guidelines

### **Whole School Ethos**

- Support implementation of school policies
- Model and promote the school's vision, values and expectations
- Embed consistent practice in line with school policies
- Take part fully in performance management and development processes

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## **Safeguarding**

- Demonstrate strong safeguarding knowledge and model best practice
- Attend and apply training on safeguarding
- Act in the best interests of students at all times
- Challenge any unsafe or unnecessary use of physical intervention and report concerns in line with safeguarding procedures

## **Other Duties**

- Administer medication safely and in line with policy
- Support delivery of SALT/OT programmes
- Support pupils with care, toileting, and mobility as required
- Use physical intervention only when all planned strategies have been used, and proven insufficient. Staff must follow behaviour plans, use non-physical approaches first, and be able to justify and reflect on any use of physical intervention.

## **Person Specification: Teaching and Learning Assistant Holbrook School for Autism, Esteem Multi-Academy Trust**

### **Qualifications and Training**

#### **Essential:**

- GCSE Maths and English (Grade C or equivalent)
- NVQ Level 2 or equivalent (or willingness to complete)

#### **Desirable:**

- Full UK Driving Licence
- Team Teach or equivalent behaviour management training
- First Aid or Paediatric First Aid
- Additional SEN-related training (e.g. AAC, TEACCH)

### **Experience**

#### **Essential:**

- Experience supporting children and young people with SEND, including autism, ADHD, and learning difficulties
- Experience working in a classroom or educational setting
- Experience supporting behaviour and using de-escalation strategies

#### **Desirable:**

- Experience with personal care and physical support
- Familiarity with specific communication or sensory strategies

### **Knowledge and Skills**

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- Understanding of strategies for supporting learning and promoting engagement
  - Basic planning and recording skills under teacher direction
  - Effective verbal and written communication
  - Able to use basic IT tools for record-keeping and classroom support
  - Commitment to confidentiality and safeguarding practices

### **Personal Qualities**

- Positive attitude, flexibility, reliability and initiative
- Enjoy working with children and young people with complex needs
- Able to work effectively as part of a team and follow instruction
- Professional conduct and ability to model positive behaviour
- Calm, supportive approach and ability to build positive relationships

### **Other Requirements**

- Suitable to work with children
- Committed to safeguarding and promoting pupil welfare
- Willing to work flexibly across classes and school sites as needed
- Willingness to undertake relevant training as identified through performance review or school development priorities.