



## **DISCOVERY PRIMARY ACADEMY**



### **TWL Learning Assistant Job Description**

**Discovery Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment**

**Job Title:** TWL Learning Assistant – Maternity Leave cover

**Grade 6:** 30 hours per week, term time only.

**Purpose of Job:** Working under the direction of the Class Teacher and Reading Lead to enable access to learning for pupils, and to assist the teacher in the management of pupils and the classroom or working as a 1 to 1 with an individual with specific needs

---

#### **Specific Duties**

##### **Supporting Pupils**

1. Tutoring with Lightning (TWL)
2. Under the guidance of the Reading Lead to undertake Tutoring with Lightning.
3. Take responsibility for adapting and delivering learning activities with individuals or small groups who would benefit from a different learning approach as agreed.
4. Encourage and promote the inclusion and acceptance of all pupils.
5. Aid the learning of individuals/pupils by:
  - Clarifying and explaining instructions;
  - Ensuring that the child/children is able to use the equipment and materials provided;
  - Motivating and encouraging the child/children as required;
  - Developing appropriate resources to support the pupil/pupils;
  - Helping pupils to concentrate and to finish the work set;
6. Provide feedback to pupils in relation to progress and achievement.
7. Provide feedback to the Class Teacher on how the child has progressed.
8. Support pupils in developing appropriate relationships
9. Help to develop self-esteem of pupils

### **Supporting the Teacher**

1. Organise the learning environment and develop classroom resources as required.
2. Monitor and track progress and provide feedback to assist in developing extra provision for individuals/children with additional needs.
3. Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems, etc.
4. Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.
5. Undertake support activities for the teacher as require
6. Update relevant records at agreed time interval
7. Carrying out observations after consultation with the teacher about purpose
8. Record findings in agreed format

### **Supporting Lunchtimes**

To be responsible for general well-being of pupils in the dinner hall and maintain high levels of cleanliness and hygiene in the dinner hall.

Where appropriate deal with first aid matters

To be responsible for supervising children outside at lunchtime.

To involve the children in a variety of games during their outdoor time

### **Supporting the Curriculum**

Support the use of ICT in learning activities and develop pupils' competence and independence in its use.

Provide targeted support to enhance learning and improve attainment.

### **Supporting the Academy**

Be aware of, and comply with, policies and procedures, e.g. child protection, internet safety, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.

Accompany staff and pupils on visits, trips and out-of-school activities as required.

Develop and maintain effective relationships with other staff, parents and carers.

Attend relevant meetings as required.

Interacting appropriately and professionally with teachers and other colleagues and parents/carers

### **Review and develop own professional practice**

Take part in regular review of practice and take advantage of development opportunities

Setting personal targets and attending relevant courses/in-service training

Along with other members of the team, help to resolve difficulties between pupils amicably and with regard to academy policies

Employ strategies agreed by the academy via policies to raise self-esteem, such as rewards system and praise

### **Variation Clause**

This is a description of the job as it is constituted at the date shown. It is the practice of the academy to examine job descriptions periodically, update them and ensure that they relate to the job performed, or to incorporate any proposed changes consistent with funding. This procedure will be conducted by the Headteacher in consultation with the post holder

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Signed: -----

Print Name:-----

Date:-----