

TEACHING/LEARNING SUPPORT ASSISTANT JOB DESCRIPTION

Location:	Aldeburgh Primary School
Grade:	2 SCP 3
Hours:	30hrs per week – 38 weeks per year
Contract Status:	Fixed term in the first instance until 31 st August 2027
Reports to:	Teacher

Main purpose of the role

To assist in promoting the learning and personal development of students to enable them to make the best use of the educational opportunities available to them. To support students to learn as effectively as possible both in group situations and individually. Enabling all students of all abilities to achieve their maximum potential.

Key responsibilities and duties:

1. Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.
2. Support pupils to understand instructions, to support independent learning and inclusion of all pupils.
3. Motivate and encourage students as required.
4. Support the teacher in behaviour management and keeping pupils on task.
5. To assist the class teacher in the development of a suitable programme for students who need learning support intervention.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.
8. To support children with additional needs by providing tailored assistance and using communication strategies, for example British Sign Language (BSL), to promote inclusion, engagement, and learning.

Teaching Assistants in this role may also undertake some or all of the following:

1. Record basic pupil data, maintaining records of student needs and progress.
2. Support children's learning through play.
3. Assist with break-time supervision including facilitating games and activities.
4. Assist with escorting pupils on educational visits.
5. Support pupils in using basic ICT.
6. Invigilate exams and tests.
9. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
10. Attend and contribute to SEN and appropriate review meetings, if required by the SENDCO.

About the school/Trust

We are seeking to appoint a dedicated and enthusiastic Teaching Assistant to work at Aldeburgh Primary School.

Aldeburgh Primary School is a welcoming and vibrant school at the heart of the local community. We provide a nurturing and stimulating environment where children are encouraged to develop a love of learning and achieve their full potential. Through high expectations and a caring ethos, we aim to prepare our pupils well for the next stage of their education.

All children at Aldeburgh Primary School are offered a wide range of opportunities to become fully involved in school life. Pupils can take part in activities such as the school council, eco initiatives, sports teams, choir and class performances, providing enriching experiences beyond the classroom that support personal development and a strong sense of belonging.

Person SPECIFICATION

	ESSENTIAL	DESIRABLE
Education & Qualifications	GCSE Level 4/Grade C or above in English and Mathematics /NVQ level 2 in supporting teaching and learning or equivalent.	
Specialist knowledge skills and experience	<p>Experience of working with Children and Young People</p> <p>Effective communication skills with pupils, staff and parents/carers and other outside agencies.</p> <p>Knowledge of guidance and requirements around safeguarding children.</p>	<p>Experience working in a school environment or other educational setting</p> <p>Some experience of emotionally demanding or challenging behaviours and situations as a result of attending to pupils' personal needs and assisting with behaviour management may be beneficial</p> <p>Good ICT skills (Microsoft packages)</p>
Values and personal qualities	<p>A passion for improving the learning and welfare of pupils.</p> <p>Ability to remain calm in stressful situations.</p> <p>Good written and verbal communication skills</p> <p>Commitment to maintaining confidentiality at all times</p>	<p>Desire to undertake further CPD.</p>
Additional requirements	<p>A full, clean UK driving licence is required (will only be applicable if the individual needs to regularly travel between sites or if is required to drive a school vehicle)</p> <p>Full background checks in line with Keeping Children Safe in Education are required for this role, including enhanced DBS, Barred List and references for the last 5 years.</p>	

Safeguarding

EAST is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory DBS checks and references.

Notes:

This job description may be amended at any time in consultation with the postholder.

East Anglian Schools Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.