



## Job Description

**Post** Teaching and Learning Assistant

**Grade** 7

**Establishment** Ladywood Primary and Nursery School

**Responsible to** The Headteacher

**Liaison with** Teaching staff; Teaching assistants; Professional staff involved in the education of children; Parents/Carers

## Purpose of the Post

To support access to learning for children and young people and provide support to the class teacher/senior staff in the management of children and young people in the classroom or any setting where teaching and learning takes place

## Duties and Responsibilities

1. Provide specific support including the provision of specialist skills as appropriate (i.e. English and Maths)
2. Contribute to the planning of learning activities
3. Undertake work/core/support programmes to enable access to learning
4. Assist the class teacher in the management of the children and young people in the classroom
5. Contribute to maintaining children and young people's records.
6. Contribute to the management of children and young people's behaviour, dealing with any disruption and report to the class teacher any difficulties unable to overcome.
7. Under direction of the class teacher support visiting students who may be work shadowing.
8. To carry out any other reasonable duties and responsibilities within the overall function of the post, commensurate with the level of responsibilities of the post.

## Typical Knowledge, Skills & Experience

1. Demonstrable levels of numeracy and literacy equivalent to GCSE (A-C).
2. The expectation at this level is National Qualification Framework Level 3 or relevant vocational qualification. Employees who do not have a Level 3 will be expected to be working towards this qualification through extensive experience of working with children and young people preferably in an educational setting.
3. Broad vocational training and/or significant experience demonstrating development through previous relevant work.
4. General understanding of and compliance with school policies and procedures relating to Health and Safety, behaviour, attendance, equal opportunities and child protection.
5. To understand and comply with all other relevant school policies.
6. To maintain confidentiality and observe data an associated guidelines where appropriate.
7. Proven communication skills.
8. Knowledge and understanding of child development and learning.

9. Knowledge of school policies for literacy and numeracy and how to support children and young people to develop literacy and numeracy skills.
10. Effective use of ICT to support learning.
11. To carry out any other reasonable duties and responsibilities within the overall function of the post, commensurate with the level of responsibilities of the post.

**Additional Work Elements**

1. Additional physical requirements could be sitting in constrained positions for prolonged periods, i.e., small chairs and tables and working at floor level constantly.
2. Occasionally be exposed to emotionally demanding behaviour and situations as a result of attending to children and young people's personal needs and/or supporting behaviour management.