**Job Description – Teaching and Learning Assistant**

Grade: Grade 7 – Scale point 8-11

Weeks: 39 weeks per year

Hours: 30 hour per week (8.30am -12.00 and 1.00 – 3.30pm)

Establishment: Turnditch Church of England Primary School

Responsible to: Headteacher, Class Teacher and SENDCO

Post: Fixed Term – 1st September 2021 – 31st August 2022

**JOB SUMMARY**

This job description defines the tasks to be performed to meet the needs of a year 6 pupil with Special Educational Needs at Turndtich Church of England Primary School.

The successful candidate will assist in promoting the learning and personal development of the pupil, to enable him/her to make best use of the educational opportunities available to them.

**OBJECTIVES**

1. To aid the pupil to learn as effectively as possible both in group situations and on his/her own by, for example:

* Clarifying and explaining instructions
* Ensuring the pupil is able to use equipment and materials provided
* Motivating and encouraging the pupil as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils’ needs
* Assisting in weaker areas, e.g. speech and language,
* Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
* Liaising with class teacher, SENCO and other professionals about individual education plans, contributing to the planning and delivery as appropriate
* Providing additional nurture to individuals when requested by the class teacher or SENCO
* Consistently and effectively implementing agreed behaviour management strategies
* Helping to make appropriate resources to support the pupil

2. To establish supportive relationships with the pupil concerned

3. To promote the acceptance and inclusion of the pupil with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner

4. Monitor the pupil’s response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.

5. To give positive encouragement, feedback and praise to reinforce and sustain the pupil’s efforts and develop self- reliance and self -esteem.

6. Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development

7. To know and apply school policies on Child Protection and Safeguarding, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc

8 .To be aware of confidential issues linked to home/pupil/teacher/school

9 To contribute towards reviews of the pupil’s progress

10. To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties

11. To accompany teacher and pupils on educational visits.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

**Turnditch Church of England Primary School**

**Person Specification for Teaching and Learning Assistant**

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| **Essential** | **Desirable** |
| **Qualifications**   * NVQ level 3 qualification (or other relevant equivalent) * Grade C or above GCSE English Language and Maths (or equivalent) | * Further qualifications and/or studies relevant to the Primary age range * First Aid training |
| **Skills**   * Ability to manage the learning and behaviour of pupils, to promote and maintain order and a calm learning environment for all pupils * Understanding and use of ICT across the curriculum * Work with tact, discretion and confidentiality * Have excellent communication skills | * Ability to make learning fun to enable pupils to thrive emotionally, socially and academically * Ability to use different teaching styles to promote learning |
| **Experience**   * Experience of working with a child with complex needs such as Autism and PDA * Experience of working in a Primary School setting | * Experience of delivering speech and language programmes |
| **Specialist Knowledge**   * A secure understanding of the processes by which children learn * Ability to differentiate the curriculum to meet the needs of child with special education needs * Understanding and use of assessment to inform future learning and teaching * Knowledge of safeguarding and child protection procedures * Secure knowledge and understanding of the primary curriculum | * Knowledge and understanding of the Primary curriculum * Can use a range of ICT skills to enhance learning * Familiarity with the SEND Code of Practice * An ability to inspire and motivate children * To be able and confident to liaise with outside agencies |
| **Personal Qualities**   * A caring and friendly personality * A commitment to working alongside the class teacher * A commitment to working cooperatively in a team situation * Able to relate to young children * To be approachable and able to create positive relationships with children and their parents * An enthusiastic and flexible person * A commitment to quality learning * An ability to embrace change with enthusiasm * A commitment to high standards * To be able to work independently * To be proactive * To be reliable and punctual |  |
| **Professional Development**   * A willingness to attend courses and training to further both personal and school development * An ability to disseminate information to other staff about the child’s needs/condition | * An understanding of current development in Primary Education * A willingness and desire to learn through own professional development and research |