



## Assistant Job Description

Grade:	Grade 5
Weeks per year:	39 weeks per year (38 teaching weeks and 5 INSET days)
Reporting to:	Head Teacher
Line Manager:	SENDCo, Deputy Headteacher and Lower Key Stage 2 Phase Leader
Liaison with:	Higher Level Teaching Assistant Senior Leadership Team Teaching staff All Saints' SENDCo Higher Level Teaching Assistants Support staff (including midday supervisors and admin. staff) Parents/carers Universal services

In conjunction with: All Saints' Learning Support Assistant Person Specification

[Derbyshire County Council's Framework for the Roles and Responsibilities of Teaching Assistants \(February 2014\)](#)

### **Purpose of the job of Learning Support Assistant**

- Provide support to class teachers with organisation of learning environment such as classroom, school, outside environment (such as field, wildlife area and playground).
- Provide support to the class teacher with classroom records i.e. filing and filling in reading records, observation records.
- Provide clerical/admin support such as photocopying, mounting and displaying work
- Support delivery of activities working with differentiated resources to build levels of progress of groups/ individuals.
- Provide support for learning activities.
- Provide assistance to children and young people on social, welfare and health matters including assisting younger children in learning toileting skills.
- Maintain and uphold the positive Christian ethos and core values of All Saints' CE Federation.

## **Main Duties for Teaching and Learning Assistants at All Saints'**

### **Safeguarding**

- Understand and implement All Saints' CE Federation's safeguarding procedures and comply with legal responsibilities.
- Ensure a safe environment to support safeguarding for children and young people at all times.
- Supervise playtimes and lunchtimes ensuring all children are safe as part of a team.
- Update MyConcerns (and refer to it) as appropriate to ensure children's safety.

### **Supporting Teaching**

- Preparing resources such as paints/maths equipment/sheets and setting up activity tables.
- Buy resources as required.
- Setting up activities in specialist areas for science, art, music, games lessons.
- Mounting and displaying work.
- Filing and filling in reading records and tick sheets for observations.
- Recording information regarding school trips and other activities for school office.
- Provide clerical/admin support such as photocopying, typing, filing and collecting money for the class teacher.

### **Teaching and Learning**

- Provide support to the class teacher with individual children and young people under instruction/guidance of senior staff/class teacher.
- Support delivery of activities working with differentiated resources to build levels of progress of groups/individuals

### **Monitoring and Assessment**

- Provide feedback on any difficulties and progress made.
- Monitor children's response(s) to the learning activity.
- Observe children interpreting their developmental abilities, considering the children's backgrounds.
- Share observational findings and contribute to the learning activities to support development.
- Review children's reading fluency and comprehension by using PM Benchmarking.
- Basic data entry: enter pupil results onto spreadsheets and iTrack.

### **Continuing Development**

- Accept constructive feedback and make use of all the development support available.
- Take an active role in identifying personal development objectives.
- Participate in staff meetings and training days/events as requested.
- Improve own knowledge and practice by responding to advice and feedback.

## **Behavioural and Pastoral**

- Ensure a safe environment to support safeguarding for children and young people at all times by being aware of and following the school's policies and procedures.
- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.
- Assist in maintaining good behaviour of children throughout All Saints' and supervise children on planned visits and journeys.
- Provide support and assistance for children's pastoral needs.
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for child's attendance, access and learning, and supporting home to school and community links.
- Assist teaching staff by receiving instructions directly from professional or specialist support staff involved in the children's education. These may include:
  - social workers,
  - health visitors,
  - language support staff,
  - speech therapists,
  - educational therapists,
  - educational psychologists
  - physiotherapists.

## **Other**

- Any other duties required by the class teacher, or senior leaders, which is in the scope of the post.
- At all times carry out duties with due regard to All Saints' Health and Safety policy.
- To work within and encourage All Saints' Equal Opportunity policy and contribute to diversity policies.