



# All Saints'

*family, faith, flourish*

## Job description - Grade 7 Teaching and Learning Assistant

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### **MAIN DUTIES AND RESPONSIBILITIES**

1. In conjunction with the Headteacher and/or with other team members (including All Saints' SENDCo) provide appropriate additional support for named children, using own training and knowledge of the curriculum.
2. In consultation with teaching staff, the SENDCo, members of All Saints' SLT and the Headteacher, deliver appropriate and high quality additional programmes to improve progress for a named child.
3. To support all areas of the curriculum, where needed, to help the identified pupil improve their level of understanding and achievement (including social, behavioural, academic etc).
4. To participate with identified child/ren in groups and play a wider role in supporting other children with additional needs.
5. Report daily to class teachers and the school's senior leadership team on progress and achievement e.g. during termly Pupil Progress Meetings.
6. Establish and promote productive relationships with pupils, acting as a role model and setting high expectations.
7. Promote the inclusion of all pupils within the classroom and school.
8. Liaise closely with teachers and other relevant agencies regarding the work set for a class/group.
9. Be accountable for the academic progress of the pupils in your care.
10. Observe and report on pupil performance and update relevant records at agreed time intervals.
11. Ensure the health, safety and welfare of pupils is maintained at all times.
12. Deal with any immediate problems or emergencies in accordance with the school's policies and procedures.
13. Contribute to the overall Christian ethos, aims and work of our school.
14. Participate in appropriate school-based meetings and training activities.
15. Take an active part in appraising your own work against agreed priorities and targets in accordance with the school's professional development and supervision arrangements.
16. Maintain confidentiality at all times and to observe Data Protection Guidelines.
17. Comply with the school's equal opportunities and other policies.



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18. To carry out any reasonable duties within the overall function commensurate with the grading and level of responsibility of the job.