



Darley Churchtown CE Primary School

JOB DESCRIPTION

Job title:	Teaching and Learning Assistant (Grade 7)
Responsible to:	The Headteacher, Senior Leadership Team and Class Teacher
Main purpose	To work in partnership with class teachers to support social, emotional, educational and welfare needs of children in line with the national curriculum, codes of practice and school policies and procedures

Duties and Responsibilities

Support for Pupils

- Work closely with the class teacher to contribute to the management of pupil behaviour, maintain order and an appropriate working environment, including implementation of the school's behaviour policies.
- Supervise pupils in their activities, at play and at mealtimes
- Establish and promote productive relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion of all pupils within the classroom and school.
- Establish constructive relationships and communicate with other relevant professionals, in liaison with the teacher, to support pupils' learning and progress.
- Ensure the health, safety and welfare of pupils is maintained at all times.
- Promote social and emotional development of pupils.
- Provide support for multi-lingual/bilingual pupils e.g. help pupils to access the curriculum and support the development of target language.

Support for Teachers

- Assist with setting out learning materials.
- Effectively communicate the work set by the class teacher to the pupils and ensure that pupils are aware of the teacher's expectations.
- Observe and report on pupil performance.
- Assist with the implementation of IEPs.
- Support learning and development by arranging / providing resources for lessons / activities under the direction of the teacher

Support for the Curriculum

- Plan and deliver learning activities under the direction and guidance of the class teacher.
- Liaise closely with teachers and other relevant agencies regarding the work set for a class/group/individual.

- Encourage pupils to interact and work co-operatively with others to ensure all pupils are engaged on the set task.
- Support the use of ICT in the classroom.
- Provide literacy/numeracy support to allow access to the curriculum.
- Be able to adapt any lessons to suit the needs of children with whom you are working

Support for the School

- Escort pupils to their parents / carers at end of session
- Assist with the preparation, maintenance and control of stocks of materials and resources
- Liaise with other staff and provide information about pupils as appropriate
- Assist with the display and presentation of pupil's work
- Assist with escorting pupils on educational visits
- Understand and apply school policies in relation to health, safety and welfare
- Attend relevant school meetings as required
- Respect confidentiality at all times and observe data protection and associated guidelines where appropriate
- Carry out the duties and responsibilities of the post in compliance with the School's Equal Opportunities Policy
- Contribute to the distinctive Christian ethos, aims and work of the school

General

- Attend relevant training and take responsibility for own development, in particular keeping up to date with good practice and developments in education generally
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the school's performance management and supervision arrangements.
- Maintain confidentiality at all times and to observe Data Protection Guidelines.
- Undertake any administrative duties relevant and appropriate to this post.

The post holder may be called upon to perform other duties that the head teacher considers reasonable, that are commensurate with the grading and designation of the post.

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Person Specification – Teaching and Learning Assistant Grade 7		
Experience Qualifications and Training	Essential	Desirable
National Qualification Framework Level 3 or relevant vocational qualification	✓	
Demonstrable levels of Numeracy and Literacy equivalent to GCSE (A-C)	✓	
To hold, or be working towards relevant qualifications, including first aid		✓
To have experience of working with children who have additional needs		✓
To have had experience of working within the classroom setting in Key Stage 1 & 2	✓	
Knowledge and Abilities	Essential	Desirable
Able to help the teacher in creating a stimulating classroom environment	✓	
Able to manage behaviour effectively	✓	
Able to help pupils to be independent learners	✓	
Enjoys being with children and can work creatively and sensitively with them	✓	
Ability to form effective working relationships with staff, parents and other professionals	✓	
Ability to assist in planning and monitoring a teaching programme	✓	
Ability to communicate well, both verbally and in writing	✓	
Ability to work collaboratively with other staff in the class and whole school setting	✓	
To be able to use ICT to support learning	✓	
Personal Qualities	Essential	Desirable
Flexible and enthusiastic	✓	
Sense of humour	✓	
Hardworking	✓	
Committed	✓	
Well organised	✓	
Willingness to further own development	✓	
Other		
Satisfactory references	✓	
Satisfactory enhanced DBS check and a commitment to register with the Disclosure Barring Service update service annually during the course of employment.	✓	