

Turnditch Church of England Primary School

JOB DESCRIPTION: TEACHING AND LEARNING ASSISTANT

GRADE 7 - Pay Point 8-11

24 hours per week 5 Days (3 mornings, 9.00am until 12pm, 2 full days, 9am - 3.30pm and 3 Lunch times 12-1pm)

Purpose:

To encourage and enable access to learning for children and provide support to the class teacher. Working both in the classroom and in small groups and one to one settings.

Reporting To:

The Headteacher

Working and Communicating with:

- Class Teachers
- Other Teaching Assistants
- Professional Staff Involved in the Education of Children

Duties and Responsibilities:

Working under the guidance of the class teacher and/or senior staff

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. Supporting children's learning by leading small intervention groups
4. Supporting children who exhibit challenging behaviour
5. Undertake work/support programmes to enable access to learning and to assist the class teacher in the management of the children and young people in the classroom
6. Contribute to maintaining children and young people's records
7. 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
8. Preparing resources
9. Supporting children with SEND to enable them to flourish and made good progress
10. Setting up activities, monitoring and displaying work
11. Share observational findings and contribute to the activities to support development
12. Promote productive relationships with pupils, acting as a role model.
13. Support the teacher in promoting the inclusion of all pupils within the classroom.
14. Take an active role in identifying personal development objectives.
15. Carry out any other duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post.

Methods of Working:

1. To understand and comply with the School's Child Protection Policy/Guidelines.
2. To maintain confidentiality and observe data protection and associated guidelines where appropriate.
3. To understand and comply with the School's Equal Opportunities Policy in the performance of duties and responsibilities.
4. To understand and comply with the School's Health and Safety Policy in the performance of duties and responsibilities.
5. To understand and comply with all other relevant school policies.

6. 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.

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PERSON SPECIFICATION: TEACHING AND LEARNING ASSISTANT, GRADE 7

| Essential | Desirable |
|---|---|
| Qualifications <ul style="list-style-type: none"> • Demonstrable levels of English and Maths equivalent to GCSE Grade 4 • NVQ Level 2 or relevant vocational training | <ul style="list-style-type: none"> • Other relevant training and further qualifications and/or studies relevant to the Primary age range |
| Skills <ul style="list-style-type: none"> • Ability to plan and organise • Ability to recognise and identify problems • Ability to record and pass on information accurately • Ability to manage the learning and behaviour of pupils, to promote and maintain order and a calm learning environment for all pupils • Effective use of ICT to enhance learning | <ul style="list-style-type: none"> • Ability to make learning fun to enable pupils to thrive emotionally, socially and academically • Ability to use a variety of teaching styles to promote learning • Ability to cope with many roles/responsibilities |
| Experience <ul style="list-style-type: none"> • Experience of working in a Primary School • Experience of working with EYFS/KS1 pupils • Knowledge of how to support pupils numeracy and literacy development • An understanding of how children learn and develop • General understanding/knowledge of school policies and procedures relating to Health and Safety, behaviour, attendance, equal opportunities and child protection | <ul style="list-style-type: none"> • Experience of working with KS2 pupils • Experience of working with children who exhibit challenging behaviour • Experience of working with children with SEND • Experience leading small intervention groups |
| Personal Qualities <ul style="list-style-type: none"> • Able to build relationships and work well as part of a small team • A commitment to working alongside the class teacher and HLTA • Ability to maintain confidentiality in all school matters • A commitment to high standards | <ul style="list-style-type: none"> • To be able to think strategically • Confident to liaise with outside agencies |
| Professional Development <ul style="list-style-type: none"> • A willingness to attend courses and training to further develop both personal and school development | <ul style="list-style-type: none"> • An understanding of current developments in Primary Education |