



## Teaching and Learning Assistant

### Job Description

Grade:	Grade 7
Weeks per year:	39 weeks per year (38 teaching weeks and 5 INSET days)
Reporting to:	Headteacher
Line Manager:	Stage Leaders
Liaison with:	Senior Leadership Team Teaching staff St Laurence's SENDCo Higher Level Teaching Assistants Support staff including midday supervisors Parents/carers Universal services

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

#### Purpose of the job of Teaching and Learning Assistant

- Provide support to the Headteacher and teachers across a range of child centred activities which promote child development and learning.
- To work with teachers to support teaching and learning in all aspects of the curriculum, age range or additional needs.
- To work with individuals or groups of children as directed by teachers.
- Provide help and learning support to children who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and / or behavioural, social, communication, sensory or physical disabilities.
- To take personal responsibility for specific tasks, children or people as delegated by teachers or the Headteacher, including supporting the class teacher in monitoring, assessing and recording pupil progress/activities.
- Maintain and uphold the positive Christian ethos and core values of St Laurence Church of England Primary School.

## **Main Duties for Teaching and Learning Assistants**

### **Safeguarding**

- Understand and implement St Laurence Church of England Primary School's safeguarding procedures and comply with legal responsibilities.
- Ensure a safe environment to support safeguarding for children and young people at all times.
- Update MyConcern (and refer to it) as appropriate to ensure children's safety.
- Supervise playtimes and lunchtimes ensuring all children are safe.

### **Professional conduct**

- Promote and actively support the values of the school.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Provide a secure, caring and enriching environment for all the children.
- Model and exercise high quality care and education for all children during the school day.
- Promote children's self-esteem and inclusion through supporting the independent learning and inclusion of all children as required.
- Act in accordance with St Laurence Church of England Primary School's policies and procedures and relevant legislation particularly in relation to child protection and behaviour management.
- Assist in maintaining and setting out learning materials and other equipment for use appropriate to the planned activities and developing and presenting displays.
- Continually develop a high-quality learning environment including the display of children's activities and achievements and information for parents and families.

### **Teaching and Learning**

- Plan learning activities alongside the class teacher and discuss expected learning outcomes and agree upon success criteria.
- Knowledge of procedures and techniques for leading play activities so that children learn through play.
- Lead learning activities for individuals and groups of children under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated children.
- Select and adapt appropriate resources/methods to facilitate agreed learning activities.
- Support the class teacher in monitoring, assessing and recording pupil progress/activities. Ensure that contributions are accurate, complete and up-to-date.
- Monitor and record child responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher.
- Assist in development of Individual Education Plans (IEPs).
- Use ICT effectively to support learning activities and develop children's competence and independence in its use.
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.

- Support children in social and emotional well-being, assist in resolving behavioural and emotional problems and reporting issues to the teacher as appropriate.
- Be involved in planning, organising and implementing individual development plans for children (such as Individual Educational Plans), including attendance at, and contribution to, reviews.
- Work with children on therapy or care programmes, designed and supervised by a therapist/care professional.
- Review children's reading fluency and comprehension by using PM Benchmarking.
- Basic data entry: enter pupil results onto spreadsheets and iTrack.
- Support the class teacher in monitoring, assessing and recording pupil progress/activities including: observations, PIRA/PUMA/marking and use appropriate recording.

### **Continuing Development**

- Participate in and contribute to staff meetings and INSET as required.
- Participate in the development and delivery of national and local initiatives.
- Continue own professional development in line with school improvement priorities and personal professional needs.

### **Behavioural and Pastoral**

- Attend to children's personal needs including basic toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate.
- Physically assist children in activities (may involve lifting, where mobility is an issue) and undertake moving and handling activities as required.
- Support children and young people by responding to signs of minor health problems, i.e., with regard to asthma, allergies, incontinence and diabetes, this includes minor first aid.
- Support children's personal hygiene which will include changing nappies, toilet training and changing wet/ dirty clothes.
- Arrange for first aid to be given, comfort sick children and accompany children to hospital, home or clinic if appropriate.
- Maintain and develop good working relationships with parents and other adults involved with the child.
- Support the work of volunteers and other teaching assistants in the classroom.
- Use behaviour management strategies, in line with St Laurence's Behaviour Policy and procedures, to contribute to a positive and purposeful learning environment.
- Responsible for managing behaviour of an identified child at a level that can be managed in mainstream settings.

### **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 St Laurence's Health and Safety policy.
- To work within and encourage St Laurence's Equal Opportunity policy and contribute to diversity policies.
- Take on any additional responsibilities which might from time to time be determined within the scope of the post.

Job Title	Teaching and Learning Assistant
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Qualities	Essential	Desirable	Evidence
<b>Qualifications and Experience</b>			
<b>Education and training</b>			
English and Maths GCSE A – C or equivalent	X		A
Teaching Assistant NVQ Level 3 or equivalent in child care	X		A
Level 3 status or equivalent		X	A
Specialist skills/training in curriculum or learning e.g. bi-lingual, sign language, ICT, First Aid etc		X	A
<b>Experience</b>			
Previous Teaching Assistant experience or evidence of voluntary help in the classroom.	x		
Good overall ICT competency			
<b>Specific skills</b>			
<b>Communication</b>			
Ability to form and maintain appropriate professional relationships with children, teachers, support staff, parents/carers, governors, external professionals and agencies	x		
Excellent Communication skills both written and spoken i.e. ability to clearly communicate in Standard English	x		
<b>Support for pupils</b>			
Ability to contribute towards planning and preparation for individuals, group or class.	x		
Ability to deliver approved specified work/activities to adapt and modify according to circumstances under direction and supervision of a qualified teacher.	x		
Contribute to assessing and developing plans to meet the needs of children with additional needs	x		
<b>Support for Teachers</b>			
Ability to work effectively and to be able to use initiative in supporting teachers, TA colleagues, children	x		
Ability to report on pupil performance and development oral or written	x		
Ability to maintain pupil records as required by the teacher	x		
<b>Support for the curriculum</b>			
Ability to prepare and use ICT resources effectively to support learning.	x		
Good overall ICT Skills			
<b>Communication</b>			
Ability to liaise with parents, other professionals and outside agencies.	x		
<b>Professional Development</b>			
Constantly improve own practice/knowledge through self-evaluation, appraisal and learning with/from others.	x		
Willingness to participate in all forms of professional development	x		

Personal Qualities			
A commitment to improving the academic standards of all children.	x		
Friendly, professional, smart and flexible	x		
Commitment to equalities issues and to social inclusion.	x		
Ability to work independently (with appropriate supervision) and as part of a team.	x		
Ability to work effectively with TA's / Teachers /other adults and children within the school and external agencies	x		
Other			
Being available for attending whole school events such as sports days, parent evenings and performances as required.	x		
Ability to encourage participation in structured and unstructured learning activities, including play (timetabled and during break times)	x		
Being responsible for the safeguarding, health, safety and welfare of self, staff, visitors and children under your care and supervision.	x		
<b>Good work record</b> Satisfactory references DBS clearance	x		