



## **Matlock and Dales Primary Partnership**

### **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:        | Head Teacher                                                                               |
| Line Manager:        | Class Teacher                                                                              |
| Liaison with:        | SENDCo<br>Other Teaching Assistants<br>Midday Supervisors<br>Other support staff           |
| In conjunction with: | Person Specification (which details the professional knowledge and understanding required) |

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

- Provide support to the Head teacher and teachers across a range of child centred activities which promote child development and learning.
- To work with teachers to enable high quality teaching and learning in all aspects of the curriculum, age range or additional needs.
- To lead the learning 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 professional 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.
- Support the staff in establishing and maintaining an enabling environment.
- Maintain and uphold the positive Christian ethos and core values of Matlock and Dales Primary Partnership.

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

##### **Safeguarding**



- Understand and implement Matlock and Dales Primary Partnership' 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 Matlock and Dales Primary Partnership 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' 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.
- 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 training and INSET.
- Participate in the development and delivery of national and local initiatives which help our children learn.
- 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 Matlock and Dales Primary Partnership' 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 Matlock and Dales Primary Partnership Health and Safety policy.
- To work within and encourage Matlock and Dales Primary Partnership 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.