

## JOB DESCRIPTION



**Title of Post :-** Teaching & Learning Support Assistant

**Date :-**

Responsibilities include:-

### **Supporting and delivering learning**

- ❖ To work under the direct instruction of teaching staff/senior staff.
- ❖ To work in the classroom with the teacher, to support access to learning for SEN pupils.
- ❖ To provide general support to the teacher in the management of pupils and the organisation of resources and the classroom environment.

### **Support for pupils**

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene and welfare matters.
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.
- Assist pupils in carrying out schemes of work and programmes set by teaching staff.
- Support pupils' in their individual learning and development, for example, in their acquisition of cognitive and learning skills.
- Help pupils to develop their literacy and numeracy skills, and thus to improve their attainment across the curriculum.

### **Support for the Teacher**

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Undertake pupil record keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money, letters etc.
- Contribute to the planning and evaluation of learning activities.

### **Support for the Curriculum**

- Support pupils to understand and follow instructions.
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, ICT, etc as directed by the teacher.
- Support pupils in using ICT as directed.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

### **Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differentiation and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend meetings as required.
- Participate in training and other learning activities and performance management as required.
- Assist with the supervision of pupils out of lesson times, including break times, after school, etc.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Assist the teaching staff in the smooth transition between educational phases.
- Assist in the preparation of reports on pupils' performance, and contribute to the maintenance of pupils' records.
- Liaise effectively with parents and other parties, as required
- To work in a professional manner at all times and represent the high standards of the school during contact with pupils, other staff, visitors, etc.
- Any other duties as reasonably directed by the headteacher

This job description will be reviewed annually in consultation with the Teacher, Headteacher and Governors.

Signed:-

Date:-

Support staff member:-

Head Teacher:- Date:-