



## JOB DESCRIPTION

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

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:-

Review date:-