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| FIELD END JUNIOR SCHOOL  Job Description |
| **Teaching and Learning Assistant – Grade 3** |
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| **Job Title:** Teaching and Learning Assistant  **Responsible to**: Deputy Head  **Hours:**  35hrs p/week Term Time Only plus 5 training days  8:30am – 4:00pm (30mins for lunch)  **Purpose of the Role** |
| * To work under the direct instruction/guidance of teaching staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.   **Duties and Responsibilities**  Support for Pupils |
| * Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities. * Assist with the development and implementation of identified additional support /Behaviour Plans and Personal Care programmes. * Attend to the pupil's personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid 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. * Set challenging and demanding expectations and promote self-esteem and independence. * Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher. |
| Support for Teachers   * Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work. * Use strategies, in liaison with the teacher, to support pupils to achieve learning goals. * Assist with the planning of learning activities. * Monitor pupils' responses to learning activities and accurately record achievement/progress as directed. * Provide detailed and regular feedback to teachers on pupil’s achievement, progress, problems etc. Including recording achievement towards Individual pupil progress reports * Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour. * Establish constructive relationships with parents/carers. * Administer routine tests and invigilate exams and undertake routine marking of pupils' work. * Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.   Support for the Curriculum   * Assist in the preparation and development of agreed curriculum activities. * Undertake programmes linked to local and national learning strategies e.g. literacy and numeracy, recording achievement and progress and feeding back to the teacher. * Support the use of ICT in learning activities and develop pupils' competence and independence in its use. * Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity 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. * Provide occasional short term cover for classes. * Be aware of and support difference 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 relevant meetings as required. * Participate in training and other learning activities and performance development as required. * Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes. * Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher. |
| **Field End Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff and volunteers are DBS checked.**  **Revised May 2017** |