SAINT CHRISTINA'S SCHOOL

Job Title: Teaching and Learning Assistant

Role Summary:
The primary role of the teaching and learning assistant should be to work with and support teachers in the classroom to raise the learning and attainment of pupils whilst also promoting their independence, self- esteem and social inclusion. They give assistance so that all pupils can access the curriculum, participate in learning and experience a sense of achievement. They must support and promote the Catholic ethos of the school.

The applicant should possess a calm, positive and cheerful manner and enjoy working as part of a team. A NVQ Level 3 is required and the applicant should have experience of working in Early Years and/or Key Stage One/Key Stage Two settings. The applicant must be an approachable, friendly person who can build relationships with adults and children and be flexible to change plans at short notice. A current First Aid certificate would be an advantage but otherwise, the candidate should be willing to undertake training. The appointed person will work as a Teaching and Learning Assistant in the Early Years, Key Stage One or Key Stage Two Department during school hours. They should be flexible and willing to change year groups according to the needs of the school. This position is for term time only.

Responsible to: Phase Leader, Deputy Headteacher, Class Teacher/s Head of EYFS and Headteacher

Main purpose job:

- To promote and support the Catholic ethos of the School by working to express the general and particular aims of the School expressed by the Mission Statement.

- To supervise and work with groups of children to deliver parts of the curriculum/EYFS, (if applicable) under the guidance, and/or in the presence, of a designated teacher, taking account of each child's differing levels of development and ability.

- To conduct learning clinics as directed and organised by the class teacher. This will entail working with a single child or small group before the main school day starts.

- To foster links between home and School and support teachers and children

- To establish productive working relationships with pupils, acting as a role model and setting high expectations whilst recognising and responding to their individual needs.

- To contribute to the monitoring of the academic and social progress of all pupils in their group, sharing observations about the child's development with the teacher

who has overall responsibility for the group, and helping to maintain records of individual pupils' progress where required.

- To work as a member of a team in the day to day organisation of the whole learning environment in the school to ensure good practices are developed and maintained.

- To meet the physical needs of children (changing wet/soiled children, dealing with a child who has been sick etc.), encouraging good standards of personal hygiene, whilst promoting independence.

- Undertake certain domestic duties within the department, e.g. cleansing of equipment and resources.

- To assist with the before or after school club according your contractual hours of work as directed by the Headteacher.

- To carry out learning tasks as directed by the Class teacher/s.

- To liaise with the teachers and carry out admin tasks outside the school day or as requested by The Headteacher/Class teacher/s.

Duties and responsibilities
The following areas are of particular importance:

Learning and Teaching

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.
- Maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources.
- Demonstrate a good level of subject and curriculum knowledge (English and Maths) relevant to their role and apply this effectively in supporting teachers and pupils.
- Liaise with the teacher on methods of teaching and work collaboratively on the planning of work and the preparation of teaching materials.
- Support the teaching of challenging, well organised lessons/activities to group/s of learners using an appropriate range of teaching strategies which meet individual learners' needs.
- Administer and/or where possible mark tests provided by the teacher.
- Provide feedback on learners' attainment and progress and also on areas for development where possible.

- Maintain classroom equipment and other materials so they are kept in good condition and help with the development of resources for learning.
- To use a daily Planning File accounting for work within the classroom and share it with the class teacher each week
- To read ahead and plan guided reading sessions.
- Carry out Key worker duties as directed by the Head of EFYS or the Nursery/Class Teachers, if working in EYFS
- Attend weekly class meetings.
- Work with focus groups e.g. with educational plans, extension plans, on differentiated activities
- Support teachers implementing specific teaching programmes
- Organise reading groups and read with children (guided and individual)
- Have phonic training to support Read, Write, Inc and phonics test
- Be prepared to train and support children on individual education plans
- Target children to extend them or pick up misconceptions
- Read 1-1 with children daily
- Show initiative to work with children unprompted

Assessment, Recording and Reporting

- Mark work, when appropriate as directed by the teacher, using the school marking scheme.
- Input data onto spreadsheets if required.
- File tests in children's folders etc.
- To assist with monitoring and evaluating children's learning through a range of assessment and monitoring strategies, e.g. observations/Learning Journeys/EFYS Profile when working in the Early Years Department.

Pastoral Work

- Be aware of Child Protection, welfare Safeguarding issues and raise any concerns through the appropriate procedures.
- Endeavour to build up a good relationship with the pupils, so that they will look to you for support and advice.
- Promote and practise the school's home liaison policy and procedures and maintain good relations with parents.
- Demonstrate positive attitudes, values and behaviours in the staffroom and around the school to develop and sustain effective relationships with the school community.

Health and Safety

- Establish a purposeful and safe environment for pupils in line with room risk assessment/s.
- Be fully conversant with the School's procedures and policies.
- To assist in the general care, safety and welfare of pupils including fire drills, break times, lunchtimes and other duties.
- Manage pupils' behaviour constructively by following and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy.

- Demonstrate expertise and skills in understanding the needs of all pupils (including specialist expertise as appropriate) and know how to contribute effectively to the adaptation and delivery of support to meet individual needs.
- Be prepared to carry out further training as appropriate to help meet the special needs or medical needs of children within your year group e.g. epilepsy, diabetic training and consequently carry out administering medicine to those children when required.

Other

- Participate in all school activities and staff meetings as and when appropriate.
- Comply with school policies
- Run intervention programmes as directed by the SENCO
- Mount and display work in the school as directed.
- Be prepared to help out at after school events when required.
- Liaise the class teacher/s in preparation for the start of term.
- Be aware of the marketing needs of the school and help to promote the school where possible.
- Contribute and help organise according to where working EYFS/KS1 Nativity, Liturgies plays/KS2 productions, Assemblies, Masses, Sports Day, Open Mornings, Open Day if on a Saturday etc.
- Help plan and attend educational visits/outdoor learning programmes, organisation and risk assessments.
- Carry out your individual own appropriate initiatives such as organising the Pet As Therapy (PAT dog) sessions, running a club, preparing children for interviews etc.
- Carry out any other duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post.
- Assist class teacher with photocopying, cutting, sticking laminating, practising for interviews, finding resources for classroom, assisting with art lessons, accompanying trips,
- Back up work and mounting displays and taking them down afterwards
- Provide a listening ear for children
- Supervise children in the hall before and after school
- Organise folders for the children
- Clean tables and stack/unstack chairs
- Complete blue folder of work undertaken daily in each session
- Test class groups as directed by the teacher
- Escort children to specialist lessons, help supervise hymn practices, changing for PE etc.
- Organise, make props for assemblies and plays
- Make labels for workbooks
- Take photos of practical activities, download them and place in children's books
- Use Pic Collage app on IPad
- Organise school trips i.e. complete booking forms, risk assessments etc.
- Set up art lessons
- Put data on school reports
- Meet teacher at start of day to help prepare and deliver lessons appropriate to the needs of pupils and plan resources for the day

- Paste in LO sheets daily in books if required by teacher
- Be receptive to complete tasks
- Sort out issues with pupils
- Attend Masses, assemblies, Phase meetings etc.
- Have formal/informal meetings with the class teacher to contribute to planning lessons

Appraisal (Annual Professional Review/s)

- The teaching and learning assistant will be part of the school's appraisal scheme. S/he will have an appraiser who will set agreed targets for the year. The line manager will monitor and review performance, including group teaching. The school will support the continuing professional development of all staff. The teaching and learning assistant will be observed with groups of children as part of this process.

Professional Development

- Keep up to date with current developments and emerging technologies in EYFS/ primary education to enable the school/department to move forward in ICT.
- Regularly review the effectiveness of teaching in consultation with the class teacher, refining approaches where necessary.
- Attend Teaching and Learning Assistant training
- Be responsible for continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of the appraisal.
- Be prepared to undertake regular training in Child Protection and Safeguarding, First Aid training, Food Handling and any other training required by the school.

Note: The duties and responsibilities of this post will vary from time to time according to age groups of the children and the changing needs of the school. This job description may be reviewed at the discretion of the Headteacher in the light of those changing requirements and in consultation with the Headteacher and the Governing Body. We are looking for commitment, discretion, loyalty, initiative, a team player and someone with a sense of humour.

A requirement of this post is total confidentiality with regard to any information obtained during your duties and in particular any home / school information.