



Post: Learning and Teaching Assistant

Responsible to: Senior Leadership

Main duties and responsibilities

All LTAs perform the following duties and responsibilities. In addition each LTA may hold a role specific Job Description related to the designated Learning Area in which s/he works.

Support for Pupils

- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Supervise and support pupils ensuring their safety and access to learning.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to act independently as appropriate.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Attend to the pupils' personal needs, including social, health, physical, hygiene, first aid and welfare matters.
- Support pupils as directed by the Senior Leadership Team.

Support for the Teacher

- Be a member of a Teaching and Learning team that plans and delivers a key part of the curriculum for the pupils.
- Supervise classes during the absence of the teacher.
- Assist in the preparation of learning materials and the learning environment, including the display of pupils' work.
- Work beside a teacher in the classroom on learning activities.
- Be aware of pupils' individual education plans and respond accordingly.
- Manage individuals or small groups of pupils with special learning requirements under the guidance of teachers, within or outside the classroom.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Carry out assessments and gather/report information from/to parents/carers as directed.
- Provide administrative support to teachers e.g. copying, typing, filing, collecting money.
- Use and operate ICT systems and equipment for administrative purposes.

Support for the Curriculum

- Support pupils in undertaking tasks, as directed by the teacher.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.



- Support pupils in their understanding of instructions and tasks.

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 concerns as appropriate.
- Be aware of and support difference, ensuring that all pupils have equal access to opportunities to learn and develop.
- Assist with the supervision of pupils throughout the school day.
- Support the role of other professionals and attend relevant meetings as required.
- Accompany teaching staff and pupils on visits, trips and out of school activities.
- Work with parents, providing support and guidance as appropriate.
- Participate in regular training, professional development and performance management.

Other

- Undertake and when required, deliver or be part of the appraisal system and relevant training and professional development.
- Undertake other various responsibilities as directed by the Principal.
- To plan and lead after school clubs on a regular basis.

Culture

- Support the school's values and ethos by contributing to the development and implementation of policies practices and procedures.
- Help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Help develop a school culture and ethos that is utterly committed to achievement.
- To be active in issues of pupil welfare and support.
- Support and work in collaboration with colleagues and other professional in and beyond the school, covering lessons and providing other support as required.

This document is considered to provide an outline of the areas that this role involves. This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken.



Person Specification

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	ESSENTIAL	DESIRABLE
QUALIFICATIONS	• Attainment of 5 GCSE grades A – C (or equivalent) including Maths and English • Educated to first or second class degree level	
EXPERIENCE	• Excellent levels of literacy and numeracy • Willingness to complete the Teaching Assistant Induction Programme • Willingness to participate in development and training opportunities • Use of basic technology – computer, video, photocopier	
SKILLS	• A professional approach to their work • Experience of working with or caring for children and young people • Awareness of Health and Safety issues • Excellent role model for oral and written communications	
QUALITIES	• A highly professional approach to their work • The ability to thrive in a 'no excuses' culture • Great energy, enthusiasm and hope • A real drive to make things happen • A passionate desire to make a difference • Good sense of humour	