



## **Teaching/Learning Support Assistant Job Description**

### **Purpose of the Job**

To provide practical assistance to the line manager in the School in catering for the personal welfare and education needs of pupils. As far as possible to ensure a safe working environment for staff and pupils. To contribute to facilitating pupil access to the education system, promoting inclusion, assessing and supporting achievement and monitoring progress towards service objectives. Supporting pupils on the special educational needs register as required.

### **Main duties**

- To provide personal care and assistance for pupils who require such support. This may include assisting with oral and personal hygiene including changing nappies/pads and facilitating incontinence programmes, feeding or assisting with feeding the pupil safely and hygienically and supporting the pupil during break and lunch times as appropriate.
- To prepare, and assist in the preparation, of the classroom resources, display, equipment and computers for use by pupils.
- To work with individuals and small groups on specific activities under the guidance of the Teacher and/or other lead person.
- To motivate and support pupil(s) to remain on task and complete work in a focused way.
- Accompanying and supporting pupil(s) on outings from school as necessary.
- To pass on information about pupil's personal and educational needs to the Class Teacher and other staff as appropriate. To contribute to team meetings and review meetings..
- To support the pupils in physical activities (PE, Drama etc) as required.
- To undertake training and attend INSET days in accordance to contractual requirements. To contribute to whole school policies.
- Attending to minor accidents at school, where appropriate training has been given, and supervising unwell children at the direction of the Head Teacher.

- To maintain the health and safety of pupils and colleagues in the school by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with to your line manager.
- To support the School's/Borough's Equal Opportunities policies
- Assisting with any other duties of a similar level of responsibility as required by the Head Teacher.

### **At this level**

The employee will work under the supervision of a teacher/supervisor in the School or Service and may be either a new entrant to the occupation or someone who has experience across a range of duties.

### **At this level the employee will be expected to:**

- Help with classroom resources, displays and records
- Help with the care and support of pupils
- Provide support for learning activities
- Provide effective support for his/her colleagues

### **This will involve:**

- Supporting literacy and numeracy activities in the classroom
- Contribute to the management of pupil behaviour
- Support the use of ICT in the classroom
- Support the maintenance of pupil safety and security
- Contribute to the health and well-being of pupils
- Undertake training in the specific skills needed, e.g. Manual handling, feeding, Communication. (Personal care and assistance must be carried out following established advice, procedures and guidelines and following appropriate training.)
- Using office machinery e.g. photocopy,

### **In addition, they may also**

- Support pupils with communication and interaction difficulties
- Support pupils with cognition and learning difficulties
- Provide support for pupils with sensory and/or physical impairments
- Undertake specific training in the skills needed to provide the personal care required, e.g. manual handling, communication skills.

## **Educational requirements**

English language reading and comprehension up to GCSE standard

Numeracy skills up to GCSE standard  
Classroom/Teaching Assistant level 2

May have had some training in communication techniques, creative play, physical care techniques.

May be working towards relevant City and Guilds, NVQ or BTEC qualification or LA qualification.