

Learning Assistant Job Description

Department: Education
Direct Reporting Line: Class Teacher

Safeguarding Statement

Taaleem is committed to safeguarding and promoting the welfare of children. At Taaleem, we hold ourselves to a high standard of effective practices in relation to child protection, and we are committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. Successful applicants will be subject to various background checks including receipt of references, proof of relevant qualifications, identification, and police checks, including overseas checks.

Job Purpose:

To assist in providing an engaging, inclusive learning environment that supports the developmental and educational needs of all the children, under the overall direction of the Class Teacher.

Key Relationships (Internal and External):

Teachers, Students, Parents, Principal and other members of the School Senior Leadership Team

Key Accountabilities:

- To work with individual or small groups of children as directed by the class teacher and subject teachers.
- To work with groups of children in the classroom enabling them to access the curriculum. Be proactive with the learning and in conjunction with the class teacher be ready to change strategy or approach as needed to facilitate learning.
- Support with the recording and presenting of evidence of learning as required.
- To follow agreed programmes of work with individuals and groups of children working towards set targets.
- To contribute to the well-being of the children in terms of physical, emotional and social needs.
- To support staff with minor admin tasks when not directly working with students, for example in non-contact time, e.g. photocopy, file or complete records.
- To prepare and store general resources required.
- To make notes in Individual Education Plan (IEP) books for children as required.
- To give verbal and written feedback to the Class Teacher to support report writing, assessments and IEPs.
- To accompany children on school trips where appropriate and ensure you follow school policy in regards to reading, understanding and following the trip documentation.
- Supervise children during breaks (including before and after school if necessary).
- Communicate appropriately and professionally with parents to support the image and reputation of the school.
- Carry out any other tasks of a similar nature as directed by the Class Teacher, including being flexible to support in other classes or areas of the school as and when required.

Person Specification:

Education:

Minimum High School education in English and Maths, degree preferred

Experience:

Experience or aptitude for working with students, previous teaching or teaching assistant experience preferred

Competencies:

- Professional proficiency in written and spoken English
- Enthusiasm and aptitude for working with students
- Good team player
- Ability to use own initiative

Acceptance and Approvals

Confirmed by Employee:

Signed:

Date:

Reviewed by Line Manager:

Signed:

Date: