

# Job Description

**Role:** Fixed Term (1 year) Teaching & Learning Assistant Level 2

**Grade:** Scale 4, spine point 7-10 (£30,987-£32,346) pro rata per annum, term time only

**Reporting to:** Senior Leadership & Class teachers

**Responsible for:** Supporting learning for all children and children (ARB)

## Purpose of Post

To work under the direct instruction of teaching/senior staff, usually in or outside the classroom, to support access to learning for all pupils (including children with special needs) and provide general support to the teacher in the management of pupils and the classroom.

At Crown Lane Primary School, we are committed to creating an excellent and inclusive school community where children are happy, proud of their achievements, and excel in their learning. Our dedicated staff and governors ensure that all pupils are given the opportunities, motivation, and direction they need to achieve and thrive. As noted in our recent Ofsted report:

## Main Duties

To support the teaching and learning of pupils with autism within the Autism Resource Base (ARB), under the direction of the class teacher and leadership team. The successful candidate will contribute to creating a safe, structured, and autism-friendly environment that enables pupils to thrive academically, socially, and emotionally.

## 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 Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according 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 guidance of the teacher

## **Support for the 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 pupils achievement, progress, problems etc.
- 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/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

## **Support for the Curriculum**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years 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
- 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 and participate in relevant meetings both during and after the school day as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- 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 the teacher
- To continuously develop your own role, taking responsibility for identifying and addressing training and development needs
- To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives

## **Equal Opportunities**

- To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.

- To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.



### **Safeguarding**

- To understand and comply with the statutory guidance regarding safeguarding of children ensuring the safeguarding and promotion of children's welfare at all times.
- To remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Headteacher any incident of this nature you witness, hear about or suspect.

### **Health and Safety**

- To understand and comply with the statutory guidance regarding safeguarding of children ensuring the safeguarding and promotion of children's welfare at all times.
- To remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Headteacher any incident of this nature you witness, hear about or suspect.

### **Data Protection**

- To work with and process personal and sensitive information in accordance with the Data protection Act and the General Data Protection regulations 2018.
- When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 2018 for the security, accuracy, and significance of personal data held on such systems ensuring that school is compliant in processing all relevant data

### **Other Duties**

#### **Developing Self and Working with Others**

- to attend training sessions and meetings as required;
- to keep up to date with developments and changes in legislation and guidance, and to seek, consider, and act upon professional support and advice as required.

#### **Strengthening Community**

- to develop and promote the services of the school to meet the needs of the community;
- support and enable colleagues to flourish and develop in their roles, engendering a cohesive and cooperative approach to best support the ethos and values of the school;
- support and encourage the school's ethos, its objectives, policies and procedures.

#### *Contribute to:*

- ensuring regular and effective communication with parents, governors and other key stakeholders in supporting and improving pupils' achievement and personal development;
- developing the school's partnerships with parents, the local community, businesses, other organisations and schools, to enhance and enrich the school and its values to the wider community; building a school culture and curriculum that takes account of the richness and diversity of the school's communities;
- promoting the concept of lifelong learning and family engagement with learning through partnership.

### **Safeguarding and Promoting the Welfare of Children**

- to support the Senior Leadership team, to ensure a safe and supportive culture in the school;

- to support the Senior Leadership team, to ensure the welfare of children is safeguarded and promoted in line with current best practice and LA advice.



*The main duties and responsibilities indicated are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment). Other duties of an appropriate level and nature may also be required, as directed by the Executive Headteacher and Heads of Schools (Secondary and Primary). Please note that the post holder may be required to work outside of normal school working hours for school events, meetings and emergencies. The job description will be reviewed annually in the light of those changing requirements and in consultation with the post holder and Executive Headteacher.*

### Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information.

### Equal Opportunities

Actively support the School and Borough Equality Policies. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

### Health and Safety

Employees are required to work in compliance with the school's health & safety policies and under the Health & Safety at Work Act, ensuring the safety of all parties they come into contact in premises or sites controlled by the school.

### Safeguarding

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Enhanced disclosure from the Disclosure & Barring Service is essential.

### Person Specification

*The person specification below outlines the key knowledge, experience, skills and qualities required for this position. Candidates will be expected to demonstrate knowledge and understanding of each area and to show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the school context. The selection panel will assess each candidate against the essential criteria listed (bold text). Shortlisted candidates will be selected entirely on the extent to which they meet the essential criteria in their application form (unless stated otherwise below).*

Experience	<ul style="list-style-type: none"> <li>Working with or caring for children of relevant age</li> </ul>
Essential Qualifications	<ul style="list-style-type: none"> <li>Numeracy and literacy qualification at NVQ level 2, or equivalent, or enrolled on a course working towards this</li> <li>Completion of DfES Teacher Assistant Induction Programme</li> <li>NVQ 2 for Teaching Assistants or equivalent qualifications or experience</li> <li>Training in the relevant learning strategies e.g. literacy</li> <li>First aid training/training as appropriate.</li> </ul>
Knowledge & Skills	<ul style="list-style-type: none"> <li>Effective use of ICT to support learning</li> <li>Use of other equipment technology – video, photocopier</li> <li>Understanding of relevant policies/codes of practice and awareness of relevant legislation</li> <li>General understanding of national/foundation stage curriculum and other basic learning programmes/strategies</li> <li>Basic understanding of child development and learning</li> <li>Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>Ability to relate well to children and adults Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> </ul>
Safeguarding	<p>Displays commitment to the protection and safeguarding of children and young people and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.</p>

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me (to be signed if appointed).

Print name: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

