



Primary Teaching and Learning Support Assistant

JOB DESCRIPTION

The post-holder will be expected to work with the class teacher to raise the learning and attainment of pupils. You will also support the development of learning, independence, communication and behaviour under the guidance of the classroom team. The following does not represent an exhaustive list but gives an indication of the role.

Working hours: Term Time Based Hours: 32.5 hours per week, 39 weeks per year Monday to Thursday 8:15am - 3:15pm and on Friday 8:15am – 2:45pm with a 30 minute break each day.

Annual Leave: The full-time rate of holiday entitlement incorporated in the formula is 25 days per year rising to 30 days per year for employees with 5 or more years of continuous employment with the Trust. The formula also provides for a pro rata entitlement to the bank and public holidays normally observed in England and Wales

Salary: Grade E Scale 7-11 (£22,369 - £24,054) Pro Rata for Part Time (£16,566 - £17,814)

Terms and conditions of employment:

The job description should be read in conjunction with the contract of employment that shall set out the key terms and conditions of appointment.

Job purpose:

To provide support for groups of pupils and for individual pupils, enabling them to access and excel across a broad and balanced curriculum in accordance with the objectives of the Academy.

Duties and responsibilities:

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the line manager.

Key duties :

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement
- Lead planned interventions as directed by the class teacher
- Be responsible for children at lunchtime and playtime as needed
- Safeguard children and adhere to the rules of confidentiality
- Be responsible for children following the correct ratios
- Support a child with physical needs including assistance when walking, using a wheelchair and guided support when transferring from one position to another.
- Carrying out daily exercises as instructed by a physiotherapist (training will be given).
- Assistance with personal care if needed.

- support assessment processes, recording, keeping and retrieving accurate records and following defined procedures for their key children **Teaching and learning**
- 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 (SEND) and challenge children at all levels to achieve their very best
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class (with an additional adult) if the teacher is temporarily unavailable
- Use IT skills to advance pupils' learning as well as their own learning
- Undertake any other relevant duties given by the class teacher
- Accompany and support pupil(s) on outings from school as necessary

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read, understand and deliver appropriate lesson plans
- Prepare the classroom for lessons alongside the teacher
- reporting concerns about progress, identifying solutions, to the teacher Working with colleagues and other relevant professionals
- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Adhere to the strict rules of confidentiality and respect
- Adhere to the Staff Code of Conduct and the policies of Livingstone Academy
- Whole-school organisation, strategy and development
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

Student Support Duties:

- To support the overall progress and development of students
- To ensure the Behaviour Management system is implemented in classes

General:

- Attend training sessions and meetings as required.
- Work in accordance with data protection regulations.
- Uphold the Trust's policy in respect of child protection and safeguarding matters

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures.
- Undertake training and attend INSET days in accordance with contractual requirements.

Equal Opportunity

- The post holder will be expected to carry out all duties in the context of and in compliance with the academy's equal opportunities policies.
- This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve

Person Specification:

Assessed by application (A) Assessed by the recruitment process (R)

Criteria	Essential	Desirable
Qualifications / Education		
GCSE grade C or higher in English and Mathematics	A	
Appropriate First Aid Training		A
Experience		
Experience of managing student behaviour	A	
Experience of working with children in an educational setting	A	
Skills, Abilities and Knowledge		
Ability to apply good behaviour management strategies.	R	
Ability to be a maintain a positive and calm learning environment	R	
Ability to work successfully as part of a team	R	
Ability to keep accurate records.	R	
Excellent ineterpersonal communication skills, including influencing skills	R	
Ability to manage the emotional, cultural and social needs of students	R	
Flexible attitude towards work and can adapt quickly to new demands	R	
Commitment to the value and ethos of the Academy	R	
Knowledge		
Discretion, loyalty, commitment, patience, flexibility, good personal organisation, firmness, the ability to work within a team, and good oral communication	R	
Knowledge of child protection and safeguarding	R	
Knowledge of the potential barriers to learning	R	