



John Betts Primary School
Paddenswick Road, London, W6 0UA
Tel: 0208 748 2465

Job Description: Teaching/Learning Support Assistant

Reports to: SENCO/ Inclusion Manager
Start date: September 2019
Salary: Scale 3
Hours: FT or PT opportunities

Purpose of job

To support pupils, parents, teachers, and the school to establish a supportive and nurturing learning environment in which children make rapid academic progress and form habits of excellence.

Main Responsibilities

Support for Pupils:

- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Encourage pupils to take responsibility for their own learning and promoting development of self-esteem
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and provide verbal feedback to pupils in relation to progress and achievement.
- Deliver specific programmes related to individual pupils as required.

Support for the Teacher:

- Work with the teacher to establish an appropriate learning environment.
- Feedback to teacher in order to assist in future lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and feedback to teacher.
- Assist with the development and implementation of support plans for pupils.
- Be responsible for keeping and updating intervention records and contributing to reviews of systems/records as requested.
- Undertake live marking of pupils' work during lessons.

- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within the role/responsibility and participate in feedback sessions/meetings with parents, or as directed.

Support for the Curriculum:

- Implement agreed learning activities/teaching programmes.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.

Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils.
- Complete playground and assembly duties as directed.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Supervise pupils on visits, trips and out of school activities as required.

Other:

- Undertake any other reasonable responsibilities as directed by the Headteacher and SENCo/Inclusion Manager.

Person Specification: Teaching Assistant

Qualification Criteria

- Maths and English GCSE or equivalent at grade C or above
- Qualified to degree level or equivalent
- Right to work in UK.

Behaviours

Personal characteristics

- Genuine passion and a belief in the potential of every pupil
- Helpful, positive, calm and caring nature
- Able to establish good working relationships with all stakeholders
- Able to follow instructions accurately but make good judgments and lead when required.

Specific skills

- Good communication skills, including written and oral
- Good numeracy and literacy skills
- Competent with computers and other technology
- Good administrative and organisational skills
- Able to lead intervention sessions for pupils after receiving comprehensive training
- Able to understand and implement particular strategies and methods to help pupils to improve their learning and enjoyment of learning
- Able to help implement the necessary routines and patterns to establish good behaviour management within the school
- Able to deal with minor incidents, first aid, and the personal health and hygiene of the pupils
- Understand the importance of confidentiality and discretion.

Other desirable training and skills

- An interest in music and the ability to play an instrument
- An interest in sporting activity.

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced DBS disclosure.