

# Teaching and Learning Assistant

## Secondary Phase



### Wootton Park School

Wootton Hall Park, Northampton. NN4 0HZ

**GRADE:**  
NJC Scale D3-4

**EMPLOYED BY:**  
Wootton Park Academy Trust

**LINE MANAGER:**  
SENDCo

### BROAD DESCRIPTION OF ROLE

- ✓ To support the teaching team in providing inspirational learning support at Wootton Park School
- ✓ To assist teaching staff in the planning, review and delivery of the curriculum, supporting learners in whole classes, individually and in small groups
- ✓ To monitor progress and adapt learning according to individual learner needs
- ✓ To assist in the health, safety and welfare, emotional and behavioural support of learners
- ✓ To provide specialist support in one or more specialist areas of SEND (e.g. literacy, numeracy, social and emotional well-being, gifted and talented etc.)
- ✓ To work with staff, parents/carers and other stakeholders to ensure that support provided is appropriate, removes barriers to learning and promotes resilience and independence

### TEACHING & LEARNING

- ✓ To support learning and teaching as directed, challenging and motivating learners in order to develop independence and self-esteem
- ✓ To reinforce learning opportunities, enable access to the curriculum and promote positive interactions between learners
- ✓ To encourage acceptance of all learners in order that they interact and work co-operatively and engage in all activities
- ✓ To assist in the personal, social and emotional development of learners and in the development of self-esteem
- ✓ To provide a consistent approach in supporting learners to develop independence, manage interactions and behaviour, using rewards and sanctions appropriately and in line with school policy
- ✓ To identify any uncharacteristic behaviour patterns in learners and report these to the class teacher, Head of Year and SENCO as appropriate
- ✓ To assist in the planning, delivery and review of lessons, interventions and enrichment sessions, developing differentiated materials and resources as appropriate in order to meet individual needs
- ✓ To work with learners in assessing their ability, progress, development points, and aspirations through the use of Learner Passports and Progress Records
- ✓ To monitor individual or group achievement of key objectives and feedback to appropriate staff
- ✓ To contribute to the assessment of learners through observation and reporting
- ✓ To record information relevant to learner assessment and review, carrying out appropriate administrative tasks related to learner progress
- ✓ To support learners with access arrangements, e.g. acting as a reader, prompt, scribe when necessary
- ✓ To liaise effectively with class teachers, parents/carers, external agencies and other relevant stakeholders, sharing and providing information as appropriate and acting on advice given
- ✓ To attend Learner Progress, EHA and EHCP review meetings, as appropriate
- ✓ To accompany learners as directed and supervised by the responsible teacher, and assist with the supervision of learners as and when required.
- ✓ To monitor and provide for the general care, safety and welfare of learners (where learners have SEND that includes the need for personal care, provide this within the H&S guidelines, as necessary)
- ✓ To be involved in some aspect of extra-curricular activity, planning and delivering activities as appropriate

### SCHOOL SUPPORT

- ✓ To support teachers with the day-to-day management of the learning environment including being responsible for the care and preparation of teaching aids, equipment, displays, materials as appropriate
- ✓ To undertake induction training for teaching assistants, participate in the staff review/appraisal/performance process and make use of professional development opportunities

- ✓ To carry out the duties of the post in ways which contribute to a supportive working environment within the school, for example, to be aware of tasks undertaken by other staff in order to provide support or cover when required
- ✓ To adhere to and maintain school policies, routines and codes of conduct and support the ethos of the school
- ✓ To attend staff meetings, where appropriate and relevant, and other activities held outside normal school hours
- ✓ To understand the school's policies relevant to the specialist subject/support provided and how they relate to local and national frameworks/policies
- ✓ To have an understanding of special educational needs and disabilities as defined in the SEND Code of Practice 2015
- ✓ To comply with the provisions of the Data Protection Act and adhere to the requirements of all staff to maintain confidentiality in respect of governors, staff, parents/carers, learners and members of the general public
- ✓ To be responsible and accountable for carrying out the post with regard to the school's Safeguarding Policy, Equal Opportunity Policy, Health and Safety Policy and Health and Safety at Work Act

## SAFEGUARDING

- ✓ All members of staff have a responsibility and duty of care to safeguard and promote the welfare of learners. Staff must be aware of the systems within the school that support safeguarding and must act in accordance with the school's Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate and regular child protection training
- ✓ All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check)

## HEALTH AND SAFETY

- ✓ To ensure that practice is, in all respects consistent with the requirements of Wootton Park Academy Trust's and Wootton Park School's Health and Safety Policy, as well as with any subject-specific health and safety guidelines

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*NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the CEO/Trust (in consultation with the post holder) to reflect the changing work composition of the business.*