Job Description – Teaching & Learning Assistant

**Job title: Teaching & Learning Assistant**

**Salary grade: Scale 5**

**Working hours: 32.5 hours, 39 weeks per annum**

**Key purposes:** To improve student progress and achievement, encourage students to become independent learners, provide support for their welfare, and support the inclusion of students in all aspects of school life

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| **Key Accountabilities** | Key Tasks |
| 1. Accountable for establishing strong and positive working relationships with SEN students and parents, ensuring that all students make good progress | * Support students with AEN as directed, both in lessons and during independent study * Support and contribute to initiatives to improve student literacy and/ or numeracy * Assist subject teachers with planning and preparing suitably differentiated work for individual students with AEN and meet with teachers to contribute towards the planning of lessons / activities * Support teacher in implementing specific teaching programmes * Be involved in keeping records and evaluating identified students’ progress * Manage the development and implementation of Education Support Plans (ESPs) for identified students * Monitor and evaluate identified students’ responses to and outcomes from different learning activities to inform review meetings and subsequent advice and guidance to teachers * Support the testing and examination process for students with AEN * Support individual students with the organisation and planning of their time * To model excellence in practice and take a pro-active role in contributing to the work of the Learning Support Department * Promote positive values, attitudes and behaviour for learning, rewarding progress whilst maintaining high expectations of all students * Contribute to the establishment of an appropriate learning environment for students with SEN, including display * Make use of non-confrontational approaches to conflict resolution such as Restorative Justice * Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting concerns to the appropriate person |
| 1. Accountable for promoting the inclusion and acceptance of all students | * Supervise and where appropriate provide individualised support for pupils with SEN to promote a safe and secure environment for their learning * Provide opportunities for students to work with other students and supporting students to do so successfully   Support other students in the acceptance of students with AEN   * Be fully aware of the needs and circumstances, including medical and family issues, of individual students and communicate these to teachers and other colleagues as necessary |
| 1. Accountable for promoting student confidence, self-esteem and independence | * Support individual students with the organisation and planning of homework * Ensure teaching staff are sufficiently aware of the needs and circumstances of individual students and take account of these when planning for and teaching them |