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
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| 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
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| 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
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