



Job Description

Job Title:	Level 2 Teaching & Learning Support Assistant	Department/Group:	Support staff – Secondary phase SEND
Level/Salary Range:	Grade D	Reporting to:	Assistant SENDCOs
Contract term:	Term time + 1 day	Hours per week:	30.25

Safer Recruitment Statement

The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Vision Statement

"To allow all children to experience 'life in all its fullness', no matter what their starting point" by:

- *Offering a high quality, inclusive and distinctive education*
- *A caring and nurturing environment based on our Christian values*
- *Recognising the unique nature of each child.*

All staff employed by the Bishop Fraser Trust are required to:

- uphold and promote the Trust's vision
- uphold and promote the Christian ethos of all schools in the Trust
- support and contribute to the achievement of all students academically and pastorally
- support and contribute to the Trust's responsibility for safeguarding all students
- undertake professional training to enhance personal development and job performance;
- Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection
- maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect
- share best practice, expertise and skills with others

Main Objectives of Role:

- To work with and supervise individuals and groups of students under the direction/instruction of teaching and/or senior staff, inclusive of specific individual learning needs, supporting target setting for students and enabling access to learning for all students and assisting in managing students' behaviour through the use of a range of techniques

Job Description:

General Responsibilities

To contribute to the development of a strong, effective Academy with an emphasis on aspiration and attainment, delivered through strong classroom practice and a fiercely held and demonstrated belief in the role of the academy in developing citizens for the future. All staff will demonstrate those philosophies which characterise effective schools – a commitment to education, to the needs and rights of all students and to the development of the academy's community, with strong, mutually supportive relationships with parents, partner schools and the broader community. The Academy's ethos will be that of achievement, aspiration, commitment, good citizenship and enjoyment.

Principal responsibilities

- To provide support for students (either individually or in groups) for teachers, the curriculum and the Academy. To be accountable for the progress in Learning and Behaviour of the students with whom you work.

Support for the student:

- Establish productive working relationships with students, acting as a role model, promoting good relationships between students, setting high expectations
- Be aware of and respond appropriately to individual student learning and behaviour needs ensuring effective interaction
- Provide specific support to students dependent upon their individual learning and behaviour needs ensuring their safety whilst supporting access to learning activities
- Promote positive behaviour and find appropriate strategies that engage students in their learning
- Promote inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence

- Provide feedback to students in relation to progress and achievement in learning and behaviour under guidance and direction of the teacher
- Act as a reader or scribe for designated students in examinations (training will be given)
- If required, be willing to support with intimate care needs of a very small minority of students (training will be provided)

Support for the teacher

- Assist and advise on display of students' work
- Provide minimal clerical/administration support (e.g photocopying, typing, filing, collecting money etc)
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- In liaison with the teacher, contribute to and utilise strategies to support students in achieving learning goals
- Report student achievements, progress and issues as appropriate in agreed format
- Undertake student record keeping as requested, including supporting the writing and monitoring of IEP and pen portrait targets
- Administer routine primary tests and invigilate exams as required.
- Promote good student behaviour, dealing promptly with conflict and incidents and encouraging students to take responsibility for their own behaviour in line with established Academy policy
- Establish constructive relationships with parents/carers

Support for the curriculum

- Undertake structured and agreed learning activities / programmes, taking in to account consideration student learning styles and behavioural support needs
- Undertake literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher / senior staff
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use

Support for the Academy

- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Within paid working hours, assist with the supervision of students out of directed lesson time
- Accompany teaching staff and students on visits, trips and out of school activities as required

All staff at the Bishop Fraser Trust will:

- Seek to be positive and build up the common good through their own individual contribution to the life of their school
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process
- Seek to develop a better work/life balance
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

Last Updated:

June 2019

Signed: _____

Date: _____

Name: _____