

BRAMPTON MANOR ACADEMY

Job Title:	Teaching and Learning Support Assistant
Department:	Inclusion (SEND & EAL)
Reports To:	Assistant Principal/SENCO
Salary Scale:	<ul style="list-style-type: none">• NJC Scale 3 (£18,701 per annum) – more for a suitably experienced applicant• Term Time only• 32.5 hours per week

Main Duties & Responsibilities

1. To assist in the support and inclusion of pupils with special educational needs within the school
2. To support students to access learning activities through specialist support
3. To support teaching staff in their delivery of the curriculum to students within, and outside of, the classroom
4. To establish productive working relationships with pupils, acting as a role model and setting high expectations

Support for Students

1. To take every opportunity to develop pupils' language, reading, numeracy and related skills as directed by class teachers/SENCO
2. To give oral and written feedback to pupils on their attainment in order to promote further progress
3. Under the supervision of the teacher or SENCO, present agreed learning tasks in a clear and stimulating manner to help maintain pupils' interest and motivation, adjusting activities according to student responses and needs; to work with pupils individually and collectively by contributing to decisions about the most appropriate learning goals and strategies
4. To assist in meeting particular pupil's needs e.g. physical development, speech/language development, and medical needs identified in an approved care plan agreed by parents
5. To carry out welfare duties in relation to the physical care and needs of the pupils, including dressing, feeding and toileting if appropriate, whilst encouraging independence wherever possible
6. To help promote and reinforce pupils' self-esteem, encouraging inclusion of pupils with special educational needs
7. To help train pupils in the individual and collaborative study skills necessary for learning
8. To encourage students to interact with others and engage in activities led by the student
9. To encourage students to act independently as appropriate
10. Contribute to the health and wellbeing of students
11. To supervise pupils during breaks and/or lunchtimes if required

Support for Staff

1. To assist in monitoring and recording the progress of individual pupils in accordance with school procedures, and reporting to class teachers/SENCO
2. To work with teachers to identify and respond appropriately to pupils' individual needs, assisting pupils in areas of specific difficulty
3. To assist class teachers/SENCO in setting appropriate learning and behaviour expectations of pupils and supporting pupils appropriately to achieve these
4. To use a range of supporting techniques, including computers and other resources, and consider in consultation with teachers/SENCO when and how to deploy them

Support for the Curriculum

1. To help create and maintain a purposeful, orderly and supportive environment for pupils' learning, ensuring that pupils are able to use equipment and materials provided
2. To prepare resources/ equipment as directed by the class teachers/SENCO to assist pupils in their use

Support for the School

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. To promote safeguarding of students
3. To take part in in-service training, relevant performance management arrangements and other meetings, as directed in normal contracted working hours; to be conversant with school policies and procedures
4. To attend relevant meetings as required and contribute to the development of policies and procedures within the school. To also participate in training days/events as requested
5. Undertake full first aid training and act as a school first aider as required
6. To maintain confidentiality at all times with regard to both supported pupils and the wider school
7. Contribute to the overall ethos/work/aims of the school
8. To cover for absent colleagues, as required
9. Attend lessons on time and support in class for the total duration of the lesson

Other general duties and responsibilities:

1. To undertake such work as may be determined by the Principal from time to time, up to or at a level consistent with the main responsibilities of the job

This job description does not form part of any employee's terms and conditions of employment and it is not intended to have any contractual effect. The Academy reserves the right to amend this job description at any time.

Person Specification

Teaching and Learning Support Assistant

E = Essential D = Desirable

1	Aptitudes		Evidenced by
1.1	Able to communicate effectively with staff, students and parents	E	A, I
1.2	Has good organisational skills	E	A, I, E
1.3	Able to work to tight deadlines	E	A, I, E
1.4	Able to work well within a team	E	I
1.5	Has the ability to relate to young people between the ages of 11 to 18	E	A, I
1.6	Can take initiative and work independently	E	A, I
1.7	Is enthusiastic and has a positive attitude	E	I
1.8	Able to work to high levels of accuracy	E	A, I, E
1.9	Able to plan, prepare and prioritise to ensure completion of tasks	E	A, I, E
1.10	Able to deal with potentially challenging situations calmly and with confidence	E	A, I
2	Characteristics		
2.1	Is open, honest and approachable	E	A, I
2.2	Has a willingness to be flexible in order to meet the needs of the school	E	I
2.3	Is self-motivated and hard working	E	A, I
2.4	Has a sense of humour and optimism	E	I
2.5	Demonstrates a professional image and demeanour	E	A, I
2.6	Has high levels of integrity	E	A, I
2.7	Has emotional intelligence and discretion	E	A, I
2.8	Is resilient	E	A, I
3	Skills		
3.1	Has strong ICT skills including Word/Database and Excel	E	A, I, E
3.2	Has the ability to prepare reports	E	I, E
3.3	Has knowledge of the SIMS system	D	A, I
3.4	Is able to research data from sources	E	I, E
3.5	Is able to input data to accurate and high standard	E	I, E
3.6	Has analytical skills and the ability to solve problems and draw conclusions from a range of information sources	E	I, E
4	Qualifications and Experience		
4.1	Has experience of working with children	D	A, I
4.2	Has previous administration experience	E	A, I, E
4.3	Has experience of working within an educational setting	D	A, I
4.4	Has experience of working in a pastoral / attendance role	D	A, I
4.5	Has proven competence in Excel	D	A, I, E
4.6	Has good literacy skills – GCSE English grade C/4	E	A, I, E
4.7	Holds a good degree or other level 3/4 qualification	D	A
4.8	Has previous experience of working with data	D	A, I, E
4.9	Holds a First-Aid/Medical qualification	D	A, I

A = Application form and letter of application

I = Interview

E = Exercise at interview