



JOB DESCRIPTION

POST TITLE:

Teaching and Learning Assistant

GRADE:

Grade 7

RESPONSIBLE TO:

SENCO

WORKING HOURS:

25 hours per week/39 weeks per year

DUTIES AND RESPONSIBILITIES:

1. Work closely with the class teacher to contribute to the management of student behaviour, maintain order and an appropriate working environment, including implementation of the college behaviour policies.
2. Report to teachers on the behaviour of students during lessons and any issues arising.
3. Establish and promote productive relationships with students, acting as a role model and setting high expectations.
4. Promote the inclusion of all students within the classroom and college.
5. Liaise closely with a specific department and be involved in the planning meetings regarding the work set for a class/group. Assist with setting out learning materials.
6. Establish constructive relationships and communicate with other relevant professionals, in liaison with the teacher, to support students' learning and progress.
7. Effectively communicate the work set by the class teacher to the students and ensure that students are aware of the teacher's expectations.
8. Encourage students to interact and work co-operatively with others to ensure all students are engaged on the set task.
9. Respond knowledgeably to any questions from students about processes and procedures.
10. Observe and report on student performance. Update relevant records at agreed time intervals.
11. Ability to mentor and support visiting students
12. Knowledge of intervention strategies to support children and young people with literacy and numeracy difficulties
13. Ensure the health, safety and welfare of students is maintained at all times.
14. Promote social and emotional development of students.
15. Deal with any immediate problems or emergencies in accordance with the college policies and procedures.

DUTIES AND RESPONSIBILITIES:

16. Support the use of ICT in the classroom.
17. Provide literacy/numeracy support to allow access to the curriculum.
18. Provide support for multi-lingual/bilingual students, e.g. help students to access the curriculum and support the development of target language.
19. Assist with the development and implementation of IEPs.
20. Knowledge of the sorts of equipment available in college and where to find them.
21. Provide comfort and immediate care in case of minor accidents, and report serious incidents to the appropriate person for action.
22. Collect any completed work after lesson and return it to the class teacher as appropriate.
23. Use appropriate questioning to challenge students
24. Accompany teaching staff and students on educational visits.
25. Contribute to the overall ethos, aims and work of the college.
26. Be aware of, uphold and contribute towards the development of the school's policies and procedures.
27. Participate in appropriate college-based meetings and training activities.
28. To attend training and utilise information from courses relevant to the college curriculum.
29. Undertake any administrative duties relevant and appropriate to this post.
30. Take an active part in appraising their own work against agreed priorities and targets in accordance with the college performance management and supervision arrangements.
31. Maintain confidentiality at all times and to observe Data Protection Guidelines.
32. Understand and comply with the college equal opportunities and other policies.
33. Embrace any other duties that may reasonable be regarded as within the nature of the duties, responsibilities and grade of this post.

METHODS OF WORKING:

- The postholder must carry out his/her responsibilities within the guidelines of the Derbyshire County Council agreed framework and the Education Act 2002, with particular regard to the regulations made under Section 133 and the statutory responsibilities of the Governing Bodies of Schools.
- The postholder will be expected to take an active part in appraising their own work against agreed priorities and targets in accordance with the school's management supervision guidelines.
- The postholder will be expected to maintain confidentiality and observe data protection guidelines.
- The postholder will be expected to undertake any necessary training associated with the duties of the post.
- The postholder will understand and comply with the school's Equal Opportunities Policy, and Health and Safety Policy and will attend any staff training programmes as required.
- The postholder will be required to observe safe working practices in carrying out the required duties and to adhere to instructions specified by technical consultants and manufacturers.
- The postholder must have a C or above in English and Maths (or equivalent)

PERSON SPECIFICATION

EXPERIENCE:

Essential:

- Recent Teaching Assistant experience
- Experience of supporting children with SEN
- To plan and develop differentiated learning activities.

Desirable:

- Experience of supporting children with complex and diverse SEN
- Recent Teaching Assistant experience within a Secondary School setting
- Liaison with external agencies.

QUALIFICATIONS:

Essential:

- Minimum of 5 O'Levels/GCSE equivalent including Maths/English Language (or level 2 equivalent) at Grade C or above

Desirable:

- NVQ level 3 or equivalent
- Moving and Handling training
- Current Child Protection Training

ABILITIES AND ATTRIBUTES:

- A secure knowledge and clear understanding of the way in which children learn
- The promotion of good behaviour through positive language
- The ability to differentiate support to the needs of the children and their age
- Familiarity with SEN Code of Practice
- Familiarity of and contribution towards Individual Education Plans
- A commitment to working as a team member
- The ability to use own initiative
- A commitment to high standards and quality learning
- Enthusiasm, flexibility, sense of humour
- Ability to inspire and motivate children
- Ability to communicate with parents effectively and sensitively
- Good health and attendance record over last 2 years.
- A willingness to attend meetings and training

SALARY AND HOURS:

Salary will be on Grade 7
25 hours, 39 weeks per year