Teaching and Learning Assistant (Grade 3)

Job Description

Temporary 1:1 Teaching Assistant, for one year in the first instance.

8,20am– 4.00pm, Monday to Friday, term time only plus teacher training days

Job Purpose

To support the classroom teacher with their responsibility for the development and education process by providing care and supervision to children/young people, including those who have special physical, emotional and educational needs. To provide one to one support to identified pupils who require specialised support including in reception.

Main Duties and Responsibilities

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1. Under the direction and control of the classroom teacher or designated supervisor:
   - Supervise and support the teaching activities of individuals or groups of children/young people to ensure their safety and facilitate in their physical and emotional development.
   - Use appropriate skills to undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children/young people, including those pupils with special educational, physical or emotional needs.
   - Monitor individual pupil's progress, achievements, problems, condition and development needs reporting to the responsible teacher as appropriate.
   - Use appropriate skills when actively engaged in pre-determined educational activities and work programmes to encourage the intellectual and social development of pupils.
   - Assist the teacher in the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes for individuals and groups of children.

2. Assist the teacher with the planning of learning activities in the classroom, preparing or modifying work for individuals or group of pupils as directed.

3. Use strategies in liaison with the teacher, to support pupils to achieve learning goals.

4. Establish constructive relationships with pupils providing feedback to them in relation to progress and achievement as directed.

5. Prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.

6. Undertake supervision and discipline of pupils within the procedures of the school/service providing detailed and regular feedback as appropriate.

7. Promote pupil independence in learning, social and mobility skills, reinforcing the pupil's self-esteem through praise and encouragement, setting challenging and demanding expectations and promoting self-esteem and independence.

8. Ensure that pupils are able to safely use equipment and materials provided.
9. Provide support for local and national learning strategies e.g. Literacy, Numeracy, Early Years.

10. Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.

11. Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.

12. Assist the teacher with the administration of assessments.

13. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.

14. Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of pupil's work.

15. Provide support to the classroom teacher by undertaking photocopying, filing, recording and collecting monies as directed.

16. Assist at an appropriate level, and within the school's protocols, with the provision of general care and welfare of pupils, which may include:

- Assisting with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing.
- Changing soiled clothing and its disposal in an appropriate way.
- Assisting with children's injuries and, where appropriately qualified, administering first aid.
- Assisting with administering medicines, under the direction of the appropriate medical staff.
- Assisting with the identification and monitoring of children's general health and welfare.

17. Be aware of, and comply with, policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

18. Support and contribute to the overall ethos/work/aims of the school.

19. Assist with the supervision of pupils outside lesson times, including before and after school and during lunchtime.

20. Assist with group activities within and away from the classroom/school, such as PE, swimming, educational visits.

21. Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.

22. Attend and participate in relevant meetings as required.

23. Assist the teacher in supporting volunteer helpers or students in the classroom.

24. Any other duties and responsibilities within the range of the salary grade.

Hill Farm Primary School is committed to safeguarding, promoting the welfare of children and creating a culture of vigilance and expects all staff and volunteers to share this commitment and vigilance

Job Description: November 2018

Person Specification – Teaching and Learning Assistant (Grade 3)

Criteria		Essential	Desirable	How will this be assessed?
Qualifications	Good basic education to GCSE level in literacy and numeracy, or the equivalent	✓		A, I
	NVQ 3 for Teaching Assistants or equivalent qualifications and/or experience		✓	
	Certificate or Diploma in Childcare and Education NNEB or equivalent		✓	A, I
Experience	Experience of working with children of relevant age or with specific special needs		✓	A, I, R
Knowledge and Understanding	Understanding of relevant codes of practice and legislation.	✓		A, I
	Knowledge and understanding of the needs of young children; child development and the ways in which children learn	✓		A, I
	Knowledge and understanding of the roles played by various adults in a child's education	✓		A, I
	Training in relevant teaching and learning strategies.		✓	A, I
	Knowledge of the National Curriculum structure		✓	A, I
Skills and Abilities	A Teaching Assistant at Hill Farm will be able to:			
	• Assist children on an individual basis, but also work as a member of a team. • Explain tasks simply and clearly • Work with guidance, under limited supervision • Liaise and communicate effectively with others • Demonstrate good organisational skills • Get involved in professional development, and attend training • Display work effectively and make and maintain basic teaching resources. • Model acceptable behaviour. • Address misunderstandings and misconceptions in children's learning. • Encourage good social skills. • Suggest ways of developing learning. • Update assessments and IEPs	✓		A, I, R

Criteria	Essential	Desirable	How will this be assessed?

Personal Characteristics	• Calmness • Confidentiality • Empathy • Enthusiasm • Flexibility • Initiative	✓		A, I, R
	• Ability to identify gaps in own experience that they need help filling. • Ability to learn and adapt from past experience		✓	A, I
Safeguarding	• Motivation to work with children and young people; • Ability to form and maintain appropriate relationships and personal boundaries with children and young people; • Emotional resilience in working with challenging behaviours; and • Attitudes to use of authority and maintaining discipline.	✓		A, I, R

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