



## **St Nicholas Church of England Primary School**

### **Job Description for Teaching and Learning Assistant**

#### **Job Purpose**

To support the school's vision and aims

To assist in the educational and social development of children under the direction and guidance of the Headteacher, Special Educational Needs Coordinator (SENCo) and Class Teachers

To undertake learning/care/support programmes and interventions

To assist the Class Teacher in the management of the children and the classroom

To undertake other duties from time to time as the Headteacher requires

#### **Support for Children**

Supervise and provide particular support for children, including those with special needs, ensuring their safety and access to learning activities

Assist with the development and implementation of class targets, educational plans and personal care programmes

Set challenging and demanding expectations and promote self-esteem and independence

Provide feedback to children in relation to progress and achievement under guidance of the teacher

#### **Support for the Teacher**

Use strategies, in liaison with the teacher, to support children to achieve learning goals

Assist with the planning and delivery of learning activities

Monitor children's responses to learning activities and accurately record achievement/ progress as directed

Establish constructive relationships with parents and carers where appropriate

Administer routine assessments and undertake routine marking of children's work

Liaise with outside agencies e.g. Educational Psychologists, Speech and Language Therapy, and Occupational Therapy as required

Prepare and present displays of children's work

Support Class Teachers in appropriate administration tasks

#### **Support for the Curriculum**

Undertake structured and agreed intervention programmes, adjusting activities according to children's responses

Support the use of ICT in learning activities and develop children's competence and independence in its use

Prepare and maintain resources, to meet lesson objectives and assist children in their use of such resources

#### **Support for the School**

Appreciate and support the role of other professionals

Assist with the supervision of children during breaktimes as required, and during lunchtimes

Accompany teaching staff and children on visits, and out of school day activities as required, and take responsibility for a group under the supervision of the teacher

Be familiar with and uphold agreed school policy and procedures with particular attention to: - Teaching and Learning, Child Protection, Behaviour Management, Health and Safety, Performance Management

Embrace the school's philosophy of lifelong learning through continuing professional development

Maintain confidentiality at all times.