

Salisbury Manor Primary School

Job Description

Post: Learning and Teaching Assistant

Responsible to: Principal

Main purpose of the post:

All LTAs perform the following duties and responsibilities. In addition, each LTA may hold a role specific Job Description related to the designated Learning Area in which s/he works.

Support for Pupils

- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Supervise and support pupils ensuring their safety and access to learning.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to act independently as appropriate.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Attend to the pupils' personal needs, including social, health, physical, hygiene, first aid and welfare matters.
- Support pupils as directed by the Senior Leadership Team.
- Playtime/ Lunchtime cover

Support for the Teacher

- Be a member of a Teaching and Learning team that plans and delivers a key part of the curriculum for the pupils.
- Supervise classes during the absence of the teacher.
- Assist in the preparation of learning materials and the learning environment, including the display of pupils' work.
- Work beside teachers in the classroom on learning activities.
- Be aware of pupils' individual education plans and respond accordingly.
- Manage individuals or small groups of pupils with special learning requirements under the guidance of teachers, within or outside the classroom.
- Support teachers in managing pupils' behaviour, reporting difficulties as appropriate.
- Carry out assessments and gather/report information from/to parents/carers as directed.
- Provide administrative support to teachers e.g. copying, typing, filing, collecting money.
- Use and operate ICT systems and equipment.

Support for the Curriculum

- Support pupils in undertaking tasks, as directed by the teacher or Senior Leadership
- Prepare and maintain equipment/resources across the school and assist pupils in their use.
- Support pupils in their understanding of instructions and tasks.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns as appropriate.
- Be aware of and support differences, ensuring that all pupils have equal opportunities to learn and develop.
- Assist with the supervision of pupils throughout the school day.

- To provide whole class cover, when needed, in classroom and around the school.
- Support the role of other professionals and attend relevant meetings as required.
- Accompany teaching staff and pupils on visits, trips and out of school activities.
- Work with parents, providing support and guidance as appropriate.
- Participate in regular training, professional development and performance management.
- Take a leading role in preparing, resourcing and creating displays around the school

Other

- Undertake and when required, deliver or be part of the appraisal system and relevant training and professional development.
- Undertake other various responsibilities as directed by the principal, and/or SLT
- To cover after school clubs as maybe required by the school
- Attend weekly CPD meetings
- Take a leading role, and undertake the running of interventions for pupils across the school
- Provide art and design support across the school, as directed by senior leadership

Culture

- Support the school's values and ethos by contributing to the development and implementation of policies, practices and procedures.
- Help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Help develop school culture and ethos that is utterly committed to achievement.
- To be active in issues of pupil welfare and support.
- Support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required.

This document is considered to provide an outline of the areas that this role involves. This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken.

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Person Specification

Post: Learning and Teaching Assistant

Responsible to: Principal

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none">• Attainment of 5 GCSE grades A – C (or equivalent) including Maths and English	<ul style="list-style-type: none">• First or Second-class degree level
EXPERIENCE	<ul style="list-style-type: none">• Excellent levels of literacy and numeracy• Willingness to participate in development and training opportunities• Use of basic technology – computer, video, photocopier	<ul style="list-style-type: none">• Willingness to complete the Teaching Assistant Induction Programme• Experience of art and design• Experience of delivering and learning pupil intervention to enhance learning
SKILLS	<ul style="list-style-type: none">• A professional approach to their work• Awareness of Health and Safety issues• Excellent role model for oral and written communications	<ul style="list-style-type: none">• Experience of working with or caring for children and young people
QUALITIES	<ul style="list-style-type: none">• A highly professional approach to their work• The ability to thrive in a 'no excuses' culture• Great energy, enthusiasm and hope• A real drive to make things happen• A passionate desire to make a difference• Good sense of humour• Willingness to be adaptable, flexible and understanding of change	<ul style="list-style-type: none">• Creative and artistic• Confident to undertake large art and design tasks

