



St Nicholas Church of England Primary School

Job Description for Teaching and Learning Assistant

Job Purpose

Support the school's vision, values and aims, always putting children first.
Assist in the educational and social development of children under the direction and guidance of the Headteacher, Special Educational Needs Coordinator (SENDCo) and Class Teachers.
Undertake learning/care/support programmes and interventions as directed.
Assist the Class Teacher in the management of the children and the classroom.
Undertake other duties from time to time as the Headteacher requires.

Support for Children

Supervise and provide particular support for children, including those with a special need or an additional language, or in receipt of Pupil Premium, ensuring their safety and access to learning activities.
Assist with the development and implementation of class and individual targets, educational/learning plans and personal care/health care programmes.
Model and reinforce high expectations and promote self-esteem and independence.
Provide feedback to children in relation to progress and achievement under guidance of the teacher.
Deliver phonics teaching, understanding the philosophy of early reading and how children acquire these skills.

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, as requested.
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 as directed (see Marking Policy and Handwriting scheme).
Liaise with outside agencies e.g. Educational Psychologists, or our in-house specialists for Speech and Language Therapy, Occupational Therapy and Emotional support, as required.
Support Class Teachers in appropriate administration tasks that support Teaching and Learning.

Support for the Curriculum

Undertake structured and agreed intervention programmes, adjusting activities according to children's responses.
Support the use of IT 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 – understanding our playtime philosophy based on OPAL (Outdoor Play and Learning).
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, Safeguarding, Behaviour Management, Health and Safety.
Embrace the school's philosophy of lifelong learning through continuing professional development. Maintain confidentiality at all times and uphold the school's good reputation.