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| **Post** | Teaching and Learning Support Assistant | **Pay scale** | KR3 |
| **Working Hours** | To be confirmed in contracts. (Please be aware that these are working hours and not arrival and departure times) | | |
| **Responsible to** | Phase Leader /Inclusion Manager/SENCo | | |
| **Role** | To support the learning and behavioural aspects of a pupil’s development within a class or pastoral environment under the general direction of the Class Teacher or Senior Leadership Team. The Teaching Assistant will participate in recording, monitoring and evaluating individual plans, strategies and support needs to ensure progress. | | |
| **Duties** | This job description describes in general the normal duties which the post holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post. | | |

**Teaching & Learning**

* Assist in the educational, social, emotional and behavioural development of pupils under the direction and guidance of the School Leadership Team.
* Assist the Class Teacher/SENCO in delivering teaching and learning on a lesson by lesson basis as directed by the Class Teacher/SENCO and indicated in each lesson plan.
* Undertake specific instruction of pupils on a one to one or small group basis to assist their recovery to expected levels in reading and spelling, numeracy and other basic skills (e.g. ICT).
* Plan and deliver intervention or prevention programmes as directed by the Inclusion Manager or other Senior Leader.
* Assist in the implementation of individual programmes and help monitor their progress.
* Provide support for individual pupils inside and outside the classroom to enable them to fully participate in learning and social activities.
* Assist in the implementation of Behaviour Support Plans and help monitor their progress.
* To assess pupils who have been absent and ensure their continuity of learning on return to class.
* Work within the team to support children’s outcomes.
* Assist Class Teachers with all aspects of teaching and learning and maintaining pupil records.

**Administrative Duties**

* Prepare and present displays of pupil’s work.
* Complete written incident and intervention reports, as and when required.
* Support the Class Teachers in photocopying and other tasks in order to support teaching.

**Standards and Quality Assurance**

* Support the aims and ethos of ACE Learning and the individual school as outlined in the Academy Vision and Aims Statement.
* Set a good example in terms of dress, punctuality and attendance.
* Attend team and staff meetings and all training as required.
* Undertake professional duties that may be reasonably assigned by the Principal.
* Be proactive in matters relating to health and safety.
* Undertake other reasonable duties from time to time as the Principal requires.
* Undertake supervision duties as directed by the School Leadership Team e.g. playtime and lunch duties.
* Input pupil data: teachers will need to make the initial entry of pupil data into school management systems.

Health & Safety

* You must be prepared to be responsible for the implementation of, and compliance with, the provisions of legislation relating to the Health & Safety of employees and areas of the work place as fall under your direct control and for complying with legalisation relating to such work within your direct responsibility.

Equal Opportunities

* To contribute to the development, establishment and implementation of clear Equal Opportunities objectives which promote equity for all children, parents and members of staff.
* To promote a positive approach to all potential and existing members of the school community.

The duties outlined in this job description are not exhaustive and may change from time to time due to the changing nature of the working environment. You are expected to carry out all appropriate tasks necessary to meet the needs of the services or as may be requested by your line manager.