



Teaching and Learning Assistant

Person Specification and Job Description

Salary Range: Kent Range 3 – 4 dependent on experience

Hours: 30 hours/week for 38 weeks a year

	Essential	Desirable
Qualifications	A good standard of general education. Hold GCSE Maths, English or equivalent to Grade 5 or C.	Hold GCSE Maths and English, or equivalent to a Grade 5 or C. Recent continuing professional development (CPD) training relating to work as a Teaching Assistant.
Specific Skills, Experience and Knowledge	Familiarity with all school POLICIES prioritising Safeguarding, Health & Safety, Staff Code of Conduct & Wellbeing. ICT skills including experience of Microsoft Office. Good numeracy and literacy skills.	Previous experience of working with children, preferably within an educational setting.
Personal Qualities	Excellent record of punctuality and attendance. Ability to remain calm under pressure. Able to work effectively as part of a team. Willing to undertake relevant training to develop performance. Ability to relate well to children and adults. Ability to encourage pupils to interact with others and be socially responsible. Supportive of the schools Catholic ethos.	Desire and potential to progress further.



RESPONSIBILITIES

- To support the Class Teacher in the teaching and learning of students to enable them to make progress
- To support the maintenance of a clean, orderly and safe learning environment, making sure that equipment/resources/materials are set out as per instructions received from the Class Teacher.
- To liaise with Class Teacher as needed before, during and after lessons in order to help facilitate good progress for pupils.
- To support pupils in accessing learning activities as directed by the teacher.
- To be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
- To assist teaching staff with learning activities, ensuring health and safety and good behaviour of pupils, including off-site activities.
- To supervise and support pupils as required during break and lunchtime.
- To lead the running of small group sessions for pupils with specific needs as required, under the direction of qualified staff.
- Under direction of the SENCo support learners with SEND.
- To undertake basic record keeping in respect of pupil learning, behaviour management, child protection etc.
- To be aware of and comply with school policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- To contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.
- To undertake training and other learning activities and attend relevant meetings as required to ensure own continuing professional development.
- To participate in the school's annual system of Performance Management.
- To be alert to the health and safety of the working environment and to advise teachers of any health and safety concerns.
- To ensure that students have full access to all areas of the school environment.
- To accompany students on off-site trips, including those outside of normal school hours.
- To maintain and operate specialist equipment if required by individual students.
- To provide First Aid and administer medication as required.
- To undertake essential training to meet the needs of the learners.
- To support the Catholic ethos of the school.

OTHER

A Teaching and Learning Assistant may be required to undertake any other reasonable tasks as required by the Academy Principal or Executive Principal.

This Job Description is current at the date shown, but in consultation with the post-holder, may be changed to reflect or anticipate the changes in the job commensurate with the grade and job title.