



PRINCIPAL: JOHN McPARLAND BD PGCE MA NPQH

LEARNING MENTOR - TEACHING ASSISTANT

JOB DESCRIPTION

Post: Learning Mentor - Teaching Assistant

Responsible to: Relevant Year Leader

Purpose of Job

Assist in the educational and social development of students under the direction and guidance of the Principal, SENCO and class teachers to ensure they attain the targets set under their individual educational programmes.

Principle Accountabilities

- Assist teacher with learning activities ensuring health and safety and good behaviour of students. Support the students in accessing learning activities as directed by the teacher to enable students' progress towards their targets. Be aware of and support differences to ensure all students have equal access to opportunities to learn and develop.
- Provide clerical/administrative support (e.g. typing, photocopying, display, collection and recording of money etc.) and undertake basic record keeping in respect of student learning, behaviour, child protection etc as directed in order to support the teacher to deliver the specific learning programmes set for each student.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure students' wellbeing.
- Contribute to the overall work/aims of the Academy and appreciate and support the role of colleagues and other professionals to enable the Academy to fulfil its development plans etc.
- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
- Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable students to meet their learning targets.

Necessary Experience

- Good standard of general education (i.e. NVQ level 2 or equivalent) together with good numeracy and literacy skills.
- Previous experience (1-2 years) of working with children.
- Use of basic technology.

- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
- Good influencing skills to encourage students to interact with others and be socially responsible.

Scope for Impact

- Support staff in schools make a strong contribution to students' learning and achievement. Teaching Assistants provide support to teachers and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding.
- Teaching Assistants contribute to students' learning and will have a significant impact on students' achievement.

Job Context

- Teaching Assistants will be expected to work effectively with individual students and/or small groups under the direction and supervision of a class teacher. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management.
- Teaching Assistants will also be expected to work as part of the Academy team and contribute to plans to ensure the Academy meets its aims.
- The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.
- The post holder must have good communication skills to be able to inform, persuade, inspire and motivate students and provide feedback to other professionals and parents as required.



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