

## Job Description

*Employees of the Skills for Life trust will ensure they are positive role models by demonstrating the Trust's Mission Statement and Values.*

<b>Job Title</b>	Teaching Assistant/Learning Support Assistant
<b>Responsible to:</b>	SENCO
<b>Responsible for:</b>	Duties as directed within the classroom/learning support areas
<b>Job Purpose:</b>	To provide support within the school environment to enable any child or children to gain maximum access to the National Curriculum by following clear guidelines provided by involved agencies.

### Duties and Responsibilities

To follow a programme of support clearly defined by the SENCO and work alongside teaching and other appropriate staff dependent on the nature of the particular needs of the child or children.

- To work collaboratively with teachers and other staff as an integral part of the teaching team.
- To assist pupils with learning difficulties using a variety of resources which may involve support with reading, writing, spelling and computer-based learning under the direction of appropriate teaching staff.
- To support pupils to develop fully alongside their peer group using a clearly defined programme which could involve development of play techniques, language development etc. as directed in the SENCO.
- To regularly update the SENCO on progress made by pupils or difficulties faced by individual pupils.
- To become familiar with the differing learning needs and teaching strategies for pupils with ADHD, Autism, Specific Learning Difficulties and other learning problems which might become apparent.
- To support pupils with additional needs which may include sensory impairment or be medical in nature.

- To deliver interventions to small groups or one to one sessions.
- To support pupils with emotional and behavioural difficulties within the classroom under the direction of the SENCO/teaching staff.
- Promote positive behaviour patterns, raise self-esteem and improve independent working in students to assist in their educational and development.
- To work towards enhancing the curriculum. literacy and numeracy programmes and supporting and enhancing the delivery of a broad and balanced curriculum.
- To undertake appropriate training to enhance skills or knowledge.
- To collate information regarding pupils and submit reports for annual reviews.
- To assist teaching staff in setting appropriate targets based on objectives set in School Based Support Plans and Personalised Plans.
- To complete administrative tasks as set by the class teacher.

**The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.**

Employees are expected to present themselves and to act in a professional manner at all times, according to The Skills for Life Trust Code of Conduct.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the Academy, or anticipates changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Signed ..... Date .....  
On behalf of The Skills for Life Trust

Signed..... Date.....  
Employee

## **Person Specification**

### **Essential:**

- To have experience of working and supporting students with AEN.
- To have experience of working as part of an AEN team.
- Work as part of a team and promote the safeguarding of children
- To be able to meet deadlines
- To be able to follow instructions carefully and accurately so as to ensure compliance with statutory requirements.
- Hold a relevant qualification or equivalent or be prepared to study for a NVQ Level 2 or 3 or OCR Level 2 Qualification
- To have a record of good timekeeping and attendance.
- Undertake other duties appropriate to the post that may reasonably be required from time to time

### **Desirable Attributes:**

- To be able to work independently, using own initiative.
- To be able to work flexible hours to support allocated students in school and at after school activities.
- To have appropriate qualifications for working with students with AEN.