



ASHFORD CE PRIMARY SCHOOL

Teaching & Learning Assistant

Job Profile

1. Job Purpose

To provide support for pupils, teachers and the school in order to raise standards of achievement for all pupils at Ashford CE Primary School. Teaching & Learning Assistants (TLAs) play a key role in providing support for pupils with additional needs including More Able pupils. Teaching & Learning Assistants will ensure that all pupils can integrate as fully as possible in the activities generally undertaken in the class and make progress. This will include taking responsibility for running specific programmes and activities to assist pupils' development. Teaching & Learning Assistants work under the direction of the class teachers and Inclusion Leader. Overall responsibility regarding deployment and contracts rests with the Headteacher.

2. Main Responsibilities:

- Assisting the Teacher to raise attainment of pupils
- Assisting the Teacher with the care and well-being of all pupils, particularly those with additional needs, this includes, where appropriate, attending to pupils' specific personal requirements and physical care on a daily basis and encouraging independence at all times
- Setting challenging and demanding expectations and promoting self-esteem and independence including being able to manage behaviour and support teachers
- Being a role model for pupils focusing on positive behaviours and able to apply a restorative approach to managing behaviour and interactions
- Being involved in preparation and delivery of day-to-day Maths and English or Phonics activities working either 1 to 1 or with groups of pupils
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons
- Supporting the integration of pupils with Individual education plans into group and whole class activities.
- Supporting fine motor and handwriting skills development and speech and language programmes
- Discussing with, and reporting back to the teacher on the planning and assessment of pupil progress
- Preparing, delivering and assessing specific educational work programmes
- Keeping records of pupils' progress
- To be aware of and respond to the educational needs of all pupils
- Organising and maintaining the learning environment
- Working as part of a team to ensure that the well-being, behaviour and personal development of pupils enhances their learning opportunities and life skills
- Assisting with instruction in the use of equipment (e.g. computers, Chromebooks etc) and, where appropriate, the correct and safe use of tools and equipment
- Undertaking supervision and actively encouraging appropriate behaviour and social skills at playtimes/lunchtimes.
- Providing support and assistance for pupils' pastoral needs, for example, using basic First Aid to care for sick, injured or distressed pupils
- Understanding and applying school policies, with particularly reference to special needs, health and safety, behaviour and safeguarding pupils
- Maintaining confidentiality inside and outside the workplace
- Actively supporting and promoting the work of the school in the local community

- Having knowledge of, and supporting pupils with specific needs, e.g. speech difficulties, behaviour challenges and dysregulation, learning delay, Autistic Spectrum Disorder etc
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
- Being fully committed to safeguarding and promoting the welfare of pupils, in line with the school's policies and procedures
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Please note that this job profile is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TLA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

We will provide

- Training opportunities whilst learning through working with mentoring and support
- Training for specific responsibilities of the post which may include specific areas of special needs

Responsible to: Class teacher, SENDCO/Inclusion Leader and SLT

Signed _____
Headteacher

Signed _____
Employee

Date:

Person Specification

CRITERIA	QUALITIES
Qualifications and experience	<p>Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held)</p> <p>Good Standard of Education GCSEs at grades 9 to 4 (A* to C) including English and Maths.</p> <p>Experience of working with children</p>
Skills and knowledge	<p>Good literacy and numeracy skills</p> <p>Good organisational skills</p> <p>Ability to build effective working relationships with pupils and adults</p> <p>Skills and expertise in understanding the needs of all pupils</p> <p>Knowledge of how to help adapt and deliver support to meet individual needs</p> <p>Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</p> <p>Excellent verbal communication skills</p> <p>Active listening skills</p> <p>The ability to remain calm in stressful situations</p> <p>Knowledge of guidance and requirements around safeguarding children</p> <p>Good ICT skills, particularly using ICT to support learning</p> <p>Understanding of roles and responsibilities within the classroom and whole school context</p>
Personal qualities	<p>Enjoyment of working with children</p> <p>Sensitivity and understanding, to help build good relationships with pupils</p> <p>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding pupil's wellbeing and equality</p> <p>Support of the Christian Ethos of the school.</p>