



Job Description: Teaching and Learning Assistant

Overview

Title	Teaching and Learning Assistant
Reports to	Headteacher, SENDCO, Class teacher
Purpose	<ul style="list-style-type: none">• Supporting access to learning for pupils in liaison with the class teacher in order to maximise achievement• Providing general support in classroom management including pupils' learning and behaviour• Providing general care and welfare to pupils• Contributing to the overall ethos, work and aims of the school• Supporting and coordinating provision for pupils they are allocated as keyworker for.

Main Duties and Responsibilities

Working as part of our team you will be required to carry out the following duties;

Operational

1. To establish and maintain good relationships with all pupils, parents, colleagues, external agencies and the wider school community.
2. To work with individuals and or groups in lessons offering support and or challenge under the direction of the teacher.
3. To be aware of and respond to the individual needs of pupils, providing feedback to relevant staff members and attending progress reviews as required.
4. Under the direction of the SENDCO, Headteacher and or Class teacher, devise, implement and review relevant interventions to support pupil progress.
5. To support pupils in all aspects of the curriculum including their social, emotional and health needs.
6. To liaise with relevant teaching staff and other professionals in making support effective and efficient.
7. To use a range of strategies to assess pupil progress and provide feedback as required.
8. To attend to and implement the personal and physical needs of pupils including health and hygiene matters.
9. To supervise and provide support to pupils ensuring their safety and access to learning activities.
10. To maintain awareness and records of student progress, achievement and problems, and provide verbal and written feedback as required.
11. To participate in reviews for pupils as required
12. To attend training and courses as identified and instructed by the Headteacher.



13. To work with individuals, groups and or classes across school as directed by the Headteacher.

Administrative

1. To undertake a range of clerical and administration tasks as required e.g. photocopying, word-processing, filing, emailing and other written communication.
2. To ensure that all administrative duties, checks and documentation are completed to the required level of accuracy and within deadlines including returns and reports.
3. To collate information, statistics and prepare reports as required by the class teacher, SENDCO and or Headteacher.
4. To maintain both manual and computerised record and filing systems in line with requirements
5. To attend parents' evenings, open days and meetings with parents/carers and other professionals as required
6. To assist in escorting pupils on educational visits and to participate in extra-curricular activities as required
7. To use all of our standard computer hardware and software packages where appropriate.

General

1. Work in a professional manner and with integrity and maintain confidentiality of records and information.
2. Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
3. To keep abreast of developments and changes in post holder's field and communicate to colleagues
4. Be aware of and comply with all Willows Academy Trust and Shardlow Primary School based policies, as identified to the role, including in particular Health and Safety and Safeguarding.
5. Participate in the appraisal process and undertake professional development as required.
6. Adhere to all internal and external deadlines.
7. Contribute to the overall aims and ethos of the school.
8. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out any other duties as directed by the Head Teacher; the responsibility level of any other duties should not exceed those outlined.

Shardlow Primary School is committed to safeguarding and promoting the welfare of all our pupils and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks, completion of Safeguarding Training and two satisfactory references.