



Job Description: Learning Support Teaching Assistant



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| Directorate / School | <i>Children's Services and Schools</i> |
| Unit / Team | <i>Jericho Primary School</i> |
| Job Title | <i>Learning Support Teaching Assistant SEMH</i> |
| Job Family Role Profile Level | <i>PCD 5</i> |
| Date | <i>February 2022</i> |
| Post Group Number (to be added by Pay and Reward team) | |

Purpose

- Under the supervision of teachers/senior staff, undertake a range of varied tasks to support teaching, learning and care by working with individuals or small groups of pupils.
- Roles at this level will expect the post holder to be experienced in managing challenging behaviour and have understanding of de-escalation strategies.
- The post requires an understanding and or experience of working with children with social, emotional and mental health needs.

Key responsibilities

1. Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupil's responses. Having a warm and nurturing nature is key.
2. Support the teacher in monitoring, assessing and recording pupil progress and behaviour in order to contribute to the planning and evaluation of learning activities.
3. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
4. Support learning by arranging / providing resources for lessons/activities under the direction of the teacher.
5. Support pupils' social, emotional and physical wellbeing, reporting concerns to the appropriate person using whole school systems.
6. Be aware of and comply with all school policies and procedures including code of conduct, child protection, health and safety, security, confidentiality and data protection, reporting all concerns to a nominated person.
7. Encourage independent learning and promote inclusion of all pupils in and outside of the classroom and escorting and supervising pupils on educational visits and out of school activities.
8. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays. This may include out of school activities and after school events.
9. Share information about pupils with other staff, parents/carers, internal and external agencies, as appropriate.
10. Within the context of school behaviour plans and policies, use initiative to deal with issues that arise and encourage pupils to take responsibility for their own behaviour.

Staff Management Responsibilities

- Some assisting of less experienced staff if required.

Resources Responsible for

- Daily Maintenance
- Accessing some information.
- Equipment – preparing resources

Job Working Circumstances

- The Job Working Circumstances for this post group have been assessed at 80 JWC's.
- Examples may include:
 - work with pupils with severe and complex learning difficulties and associated disabilities including those with challenging behaviour.
 - provide support and communication strategies as required e.g. PECs, signing, prescribed physiotherapy programmes, Team Teach, use of specialist aids and equipment.
 - in accordance with an agreed healthcare plan and following appropriate training as directed by the Head undertake medically invasive techniques such as feeding through gastronomy tubes, use of nebulisers, oxygen administration, administration of medication.
- Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the head teacher or line manager.

This job description may be amended at any time in consultation with the postholder.

Last review date: Feb 2022

Next review date: Feb 2023

Headteacher/line manager's signature: _____

Date: _____

Supplementary Role Information

Learning Support (SEND) Teaching Assistants in our school play a vital role in supporting the education of all in our community. To support our Learning Support (SEND) Teaching Assistants we have expanded the points from the job description to provide additional explanations of the Job Role.

The Teaching Assistant will:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement

Our Learning Support (SEND) Teaching Assistants will:

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

- › Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- › Observe pupil performance and pass observations on to the class teacher
- › Supervise a class if the teacher is temporarily unavailable
- › Use ICT skills to advance pupils' learning
- › Undertake any other relevant duties given by the class teacher

Planning

- › 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

Working with colleagues and other relevant professionals

- › Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- › Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- › With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- › Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- › Collaborate and work with colleagues and other relevant professionals within and beyond the school
- › Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- › 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

Health and safety

- › Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- › Look after children who are upset or have had accidents

Professional development

- › Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- › 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

Personal and professional conduct

- › 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

Our Learning Support (SEND) Teaching Assistants will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teaching assistant 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.