



JOB DESCRIPTION – TEACHING & LEARNING ASSISTANT

SCHOOL: Newcastle Bridges School

POST TITLE: Teaching & Learning Assistant

GRADE: N5

RESPONSIBLE TO: Head Teacher

RESPONSIBLE FOR: N/A

JOB PURPOSE: To provide classroom support to pupils through individual and small group work in close collaboration with other school staff and supporting professionals.

MAIN DUTIES: The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

(a) General

- 1 Supporting the teacher in the general management of the classroom.
- 2 Undertaking activities, as directed by the teacher, with individuals or small groups of pupils.
- 3 Provide clerical and administrative support, e.g. administer coursework and prepare work sheets.
- 4 Supervising groups of pupils alone and participating in general activities including giving sensitive support and intervention in children's play.
- 5 Taking a responsibility to support a curriculum subject or other requirement for the care and support of pupils.

(b) Classroom Organisation

- 1 To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
- 2 Assisting in the preparation, maintenance and repair of books, apparatus and equipment, to include cataloguing and stocktaking of all resources.
- 3 Preparing pupils' work for display in the classroom and around the school.
- 4 Demonstrating creativity in assisting with the practical resourcing of the classroom.

(c) Pupil Support

- 1 Working with pupils directly on curriculum related tasks under the direction of the teacher.
- 2 Contributing to the delivery of all aspects of the curriculum and support for pupils, including assessment, recording and reporting procedures and the maintenance of Individual Education Plans (IEPs), including the preparation of reports and reviews under the guidance of a designated teacher.
- 3 Giving relevant feedback to the teacher regarding the social, emotional and physical needs of pupils thus offering the teacher support in their assessment.
- 4 Contributing to monitoring and evaluating the learning environment provided for the pupils in his/her care and using this evaluation to help make necessary changes and developments within the classroom.

- 5 Working with teachers and other staff in planning the teaching programme and associated activities.
- 6 Taking an active role in liaising with external agencies and preparing reports for and contributing to reviews.
- 7 Following the school policy documents and schemes of work to keep updated with school and National Curriculum documentation.

(d) Specialist Skills

- 1 Providing classroom support to pupils with special educational needs or pupils whose first language is not English.
- 2 Working with external agencies to support and deliver agreed programmes.
- 3 Accompanying pupils on excursions and other extra-curricular activities

(e) Welfare and other duties

- 1 Under teacher overall control, accepting shared responsibility for the creation of a safe environment for pupils within and outside the classroom.
- 2 Assisting in the supervision of pupils particularly at break periods and the beginning and end of sessions.
- 3 Providing general care and welfare by responding appropriately to the social, emotional and physical needs of pupils. This will include attending to sick or injured pupils, taking sick pupils home and investigating reasons for absence.
- 4 Administer medication to pupils in accordance with the school's policy and procedures (only where the post holder, in accordance with the LEA guidance, has agreed to be the named volunteer for this task and been trained).
- 5 Supervising other teaching & learning assistants as required.
- 6 Actively promoting anti-discrimination policies and implementing the School's/Council's equal opportunities policies in all aspects of employment and service delivery.

(f) Special responsibilities

- 1 Support with organisation, developing and resourcing of a curriculum area.
- 2 The post holder will have responsibility for promoting and safeguarding the welfare of children and young persons he/she is responsible for, or comes into contact with.

Teaching and Learning Assistant (N5)

Person Specification

The successful candidate will be, innovative and influential, reliable and committed, and who recognises the value of teamwork. More specifically candidates should be able to demonstrate the following minimum requirements:

Area	Essential/ Desirable	Assessment
Qualifications & Training		
4 GCSEs Grade A-C (or equivalent) including Maths and English (or working towards)	E	Application form Qualification check
NVQ Level 3 in Teaching Assistant or equivalent or working towards	E	Application form Qualification check
Training in relevant learning strategies and specialist knowledge in a particular curriculum areas.	D	Application form
Good ICT skills and the proven ability to use them effectively to support learning.	E	Application form Task
Willingness to undertake minibus training	D	Interview
Willingness to undertake first aid and medication training	D	Interview
Knowledge and Experience		
Experience of advancing progress of pupils of relevant age within a learning environment or relevant experience of working with vulnerable adults or children	E	Application form Interview References
Experience of managing pupil behaviour and supervising pupils under an agreed system of supervision and processes for integrated working.	D	Application form Interview References
Experience of administering, assessing and marking tests	D	Application form Interview References
Working knowledge of national or foundation stage curriculum and other relevant learning programmes/strategies	D	Application form Interview References
Working knowledge of school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning and other integrated working processes	D	Interview References
Understanding of classroom roles and responsibilities.	D	Interview
Experience of integrated working	D	Interview
Supervision of classroom support staff.	D	Interview
Skills & Key Criteria		
Able to work with minimal supervision.	E	Interview References
Able to relate well to children and adults and in particular able to establish positive relationships with pupils	E	Interview References
Able to respond positively and effectively to unexpected problems and situations.	E	
Able to work constructively as part of a team and with a flexible approach to work	E	Interview References
Excellent communication and inter-personal skills	E	Interview References
Ability to maintain confidentiality	E	Interview References

Understanding of principles of child development and learning processes.	D	Interview
Personal Attributes		
Experience of working in a team with a flexible approach	E	Interview References
Highly motivated showing resilience and reliability	E	Interview References
A positive attitude and commitment to equality	E	Interview References
Ability to manage own time well to meet competing demands	E	Interview Task References
Ability to work outside normal trust hours if the need arises	D	Interview
Ability to travel to trust academy locations as required	E	Interview
Equal Opportunities		
Should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the trust.	E	Interview
Safeguarding		
Commitment to the protection and safeguarding of children and young people	E	Application Form Interview
Have an up to date knowledge of relevant legislation and guidance in relation to safer working practice for those staff working with children and young people in an education setting	D	Interview