

## **Burlington Junior School Job Description**

### **Teaching and Learning Assistant - for social and emotional needs Grade C**

#### **Relationships**

Responsible to: Head teacher / Deputy Head teacher / SENCO / Classroom Teacher  
Important Internal Relationships: Governors, Head teacher, Teaching & Support Staff at the School, Pupils  
Important External Relationships: Parents, Visitors to the School – external agencies, Police & Community Support Agencies, AFC

#### **Main Purpose of the Job**

- To work under the instruction and guidance of teaching staff.
- To undertake work, care or support programmes to enable access to learning for all pupils (including those with SEN).
- To assist the class teacher in the management of the pupils in the classroom.
- Work with the teacher to establish an appropriate learning environment.
- To supervise children at break and lunchtimes.
- To support pupils with social and emotional needs eg social skills groups, zones of regulation and emotion coaching
- To carry out any other duties that are reasonably requested by the Head teacher.

#### **Main Responsibilities**

##### **Support for Pupils**

- Assist with, and implement, Personal Passports and Provision Plans, Behaviour Plans and Personal Care programmes.
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Establish constructive relationships with pupils and support their individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in curriculum activities.
- Assist with the general pastoral care of pupils, including helping those who are sick, distressed, injured or unsettled.

- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

### **Support for Teachers**

- To assist the teacher to create and maintain a purposeful, orderly and supportive environment.
- Use strategies, as directed by the teacher, to support pupils to make progress.
- Deliver all aspects of the National Curriculum and provide detailed and regular feedback to teachers on pupils' achievement and progress.
- Assist with the planning of learning activities as required.
- Use resources as necessary to deliver learning activities and instruct pupils in their use.
- Differentiate teacher-planned activities where appropriate according to pupil needs.
- To take groups of pupils, or individuals, out of class where appropriate to deliver identified learning strategies eg Zones of regulations, social skills groups, OT packages such as Jump Ahead, Phonics or Speech & Language interventions.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and encourage pupils to take responsibility for their own behaviour and help them develop skills for dealing with social and emotional situations
- Prepare the classroom for lessons and ensure that resources are in place and cleared away at the end of the session.
- Assist with the display of pupils' work and classroom displays under the general guidance of the class teacher.
- Establish constructive relationships with parents & carers in consultation with class teachers.
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work and homework under the guidance of the teacher.
- Provide administrative support eg photocopying, record keeping and filing.

### **Support for the School and the Curriculum**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person (e.g. Lead Child Protection Officer).
- Ensure all pupils have equal access to opportunities to learn and develop.
- Adhere to the school's mission and vision statement and make a positive contribution to the overall ethos, work and aims of the school.
- Promote positive values, attitudes and good pupil behaviour in line with the school's policy and encourage pupils to take responsibility for their own actions.
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.

- Support the use of ICT in learning activities and develop pupils' competence.
- Attend and participate in relevant meetings as required, particularly a weekly 8.30am TA meeting. Participate in training and other learning activities and performance development as required.
- Assist with and take responsibility for the supervision of pupils in small groups out of lesson times, including before and after school.
- Accompany teaching staff and take responsibility for small groups of pupils on visits, trips and out of school activities as required.
- Undertake planned supervision of pupils in out of hours learning activities (e.g. sports events, School Journey, camp night).
- Staff at this level may supervise whole classes occasionally (while the teacher attends a short meeting) where the primary focus will be to maintain good order and keep pupils on task with work left by the class teacher.
- To supervise pupil behaviour and safety in the playground at break and lunchtimes.

## **Person Specification Teaching and Learning Assistant Grade C**

### **Experience**

- Working with or caring for children of Junior age.

### **Qualifications**

- GCSE or equivalent Maths and English Literature qualifications.
- NVQ 2 for Teaching Assistants or equivalent qualification or experience.
- First Aid trained (or willing to undertake training).

### **Knowledge & skills**

- Use ICT effectively to support learning (e.g. Interactive Whiteboards, iPads, visualisers, VR headsets and other recording equipment) and have a good knowledge of Micro-soft Word and PowerPoint.
- Full working knowledge of relevant policies and codes of practice. Awareness of relevant legislation in Education (Teaching Assistant Standards, Keeping Children Safe 2020, National Curriculum 2014).
- Understanding of how children best learn.
- With teacher guidance, ability to assess pupils' needs and intervene appropriately
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

Agreed by Headteacher..... Agreed by Teaching and Learning Assistant: .....

Date:.....

