

## Teaching and Learning Assistant

Salary / grade range	Level 4: SCP 4-7
Location	Co-op Academy Glebe
Reports to	Head of School

### Purpose of role:

**To provide classroom cover of up to 3 days during any short-term absence.**

To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum, age range or additional needs.

### Key accountabilities (and specific duties / responsibilities):

1. Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils
2. Assess, record and report on development, progress and attainment as agreed with the teacher
3. Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher
4. Plan and evaluate specialist learning activities with the teacher, writing reports and records as required
5. Select and adapt appropriate resources/methods to facilitate agreed learning activities
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate

Teaching and Learning Assistants in this role are expected to undertake at least one of the following:

- Provide specialist support to pupils with special educational needs, for example, learning behavioural, communication, social, sensory or physical difficulties
  - Provide specialist support to pupils where English is not their first language
  - Provide specialist support to gifted and talented pupils
  - Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).
7. Establish and maintain relationships with families, carers and other adults, e.g. speech therapists
  8. Provide short term cover supervision of classes
  9. Be responsible for the preparation, maintenance and control of stocks of materials and resources



10. Invigilate exams and tests
11. Escort and supervise pupils on educational and out of school activities
12. Guide and support pupils in their personal, emotional and social development
13. Prepare and present displays
14. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas
15. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
16. To assist the SENCO and be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews
17. Work with pupils not working to the normal timetable.
18. Be committed to promoting and safeguarding the welfare of young children in line with the school's safeguarding policies.



Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>GCSE In Maths and English at Grade C or above</li> <li>Meeting the national occupational standards (NOS) in Supporting Teaching and Learning level 3.</li> </ul>	essential essential	A I A I
<b>Experience</b> <ul style="list-style-type: none"> <li>Previous experience in a similar role</li> <li>Experience in delivering and supporting the teaching of phonics</li> </ul>	essential	A I
<b>Skills, Ability, Knowledge</b> <ul style="list-style-type: none"> <li>Knowledge and compliance with policies and procedures relevant to child protection and health and safety</li> <li>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</li> </ul>	essential  essential	A I  A I
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>Good communication skills</li> <li>Caring and friendly nature</li> </ul>	essential essential	A I A I

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.