Priory School (Foundation)

Job Description: Teaching & Learning Assistant

Responsible to: Year Leader/SENCOs

Level and Point: Level 3, Scale Point 5

Main Purpose of the job:
To support pupil's effective, independent learning
To support pupils with wellbeing and emotional and social development
To provide extra support for pupils with special educational needs or disabilities. Including intimate care needs when required.
To provide extra support for pupils with English as an additional language.
To support the teacher in the classroom and in preparation for lessons.

Responsibilities:

- To embrace the school's behaviour policy and implement positive behaviour strategies at all times.
- To identify the need behind the behaviour and support children's behaviour for learning.
- Recognise the importance of positive relationships and actively build trusting, positive, respectful relationships with pupils.
- Support children with learning activities in class, small group or 1:1 basis.
- Under the guidance of the class teacher provide targeted intervention to children who require additional support to overcome barriers to learning.
- Help to adapt learning materials, resources, and content to make it accessible for all
- Assist the teacher with pupil feedback and other administrative tasks.
- Prepare the classroom for lessons and practice good housekeeping to ensure the classroom remains in good order.
- Listen to children read, read to them and tell them stories.
- Support the teacher in managing class behaviour.
- Supervise group activities.
- Provide emotional support to children who are upset or have had accidents.
- Take part in training, meetings, and reviews.
- Create displays from pupils' work.
- Aid their learning as effectively as possible whilst developing their independence.
- Ensure they can use any equipment and materials provided.
- Meet physical needs as required while encouraging independence.
- Assist with the development and implementation of EHC plans.
- Utilise technology tools to support pupils to enable them easier access to the curriculum.
- Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.
- Help with school events, trips and activities.

Care and Safety

- To provide support to pupils' general welfare, including first aid, feeding, sickness, toileting and changing their clothes as instructed to ensure they are clean, tidy and comfortable.
- To assist with monitoring of physical wellbeing, including pupils' eating habits, to support the development of pupils' independence.
- To support pupils' emotional wellbeing, self-reliance, self-esteem and resilience.

- To assist in intimate care as required.
- To assist in the administration of medication to pupils as required and in accordance with their Care Plan, the school's policy and legal guidelines.
- To participate in offsite activities and maintain health and safety of pupils when outside the school setting.
- To assist in the supervision of pupils during break and lunchtimes and in the use of school transport.
- To provide cover for colleagues including in unfamiliar classes.
- To work flexibly as part of the classroom team and to take part in the support and induction of new staff as well as the annual performance management scheme.

Other Professional Requirements:

- Actively seek opportunities for professional development, particularly with respect to children's learning.
- Be aware of and promote equality, diversity and inclusion within the school and wider community
- Support, promote and comply with decisions and policies agreed by the SLT and the governing body.
- Develop effective, professional working relationships with colleagues
- To have due regard for health and safety of self, staff, children, and visitors and have responsibility for bringing all matters of concern to the attention of SLT.
- All TLA's will undertake break and lunch duties.

Additional Responsibility Point:

There may be occasions when children require intimate care for them to access a mainstream environment. If this is the case the child will have a care plan. TLA's may be asked to follow the care plan and deliver regular intimate care.

An additional responsibility point will be assigned to the member of staff carrying out these duties on ad hoc basis or for a fixed term.

Safeguarding and Behaviour

Priory School takes the safeguarding of all children very seriously. We follow all safeguarding and safer recruitment legislation. All staff are expected to read, understand and follow school safeguarding policies at all times. Staff will also be expected to read, understand and follow the Keeping Children Safe in Education legislation. Staff are expected to attend regular training sessions to ensure that safeguarding remains a priory and so they are aware of any updates that have been published to the legislation.

All staff are expected to be aware of and comply with the school's Behaviour Policy. All staff are expected to maintain a positive attitude, lead by example and encourage high standards of pupil behaviour.

Compliance

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Priory School or to the health and personal affairs of pupils, parents and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.

The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Priory School. No smoking or intoxicants are permitted in school vehicles or in any vehicle parked on school premises. Smoking of any product and the consumption of alcohol on the school site are strictly forbidden.