

Nicholas Hawksmoor Primary School	
Job Description - Teaching and Learning Support Assistant	
Job Title	Teaching and Learning Support Assistant
Responsible to	Head Teacher/Deputy Head/SENCo/Designated Teacher
Main Purpose	To work under the instruction and guidance of teaching staff, in the general classroom and to implement agreed programmes of work with individual pupils and in groups, in or out of the classroom.
Duties & Responsibilities	To provide care and support for the pupil, to ensure their safety and well-being.
	To encourage enjoyment, enthusiasm and independence in learning.
	To contribute to the development of confident, caring pupils who show a sense of responsibility and pride in themselves and the school.
	To assist in the provision of a welcoming, stimulating environment.
	To assist in the smooth running of the school.
	Supporting the Pupil
	To assist in planning, to deliver and implement work programmes to the pupil under the direction and supervision of the teacher, enabling them to achieve maximum access and participation in the National Curriculum.
	To establish a constructive working relationship with the pupil, setting reasonable expectations and acting as a positive role model to all students.
	To promote the inclusion and acceptance of all pupils within the classroom.
	To encourage the pupil to interact and work co-operatively with others.
	To promote independence, confidence and self-esteem.
	To provide positive feedback and praise to the pupil in relation to progress and achievement.
	Supporting the Curriculum
	To deliver learning activities to the pupil.
	To liaise with other personnel and take responsibility for maintenance/quality/safety of specialist equipment.
	To work with other staff members to develop an engaging curriculum to meet the needs of the child.
	To work and communicate effectively with outside agencies where required.
	Supporting the Teacher
	To work under the direction of the teacher and implement support programmes and monitor and evaluate pupil learning.
	To contribute to the maintenance of pupils' progress records.
	To participate in the evaluation of the support programme.

	To provide regular feedback about the pupil to the teacher.
	Supporting the School
	To 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 an appropriate person.
	To contribute to the overall ethos/work/aims of the school.
	To attend relevant in-service training.
	To undertake out of school learning activities as required eg. School visits, swimming lessons etc.
	To carry out break duty supervision in accordance with the rota
	To carry out tasks as required to support the smooth and efficient running of the classroom and school
	To carry out any other tasks as reasonably directed by the Head teacher.
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Nicholas Hawksmoor Primary School Person Specification - Teaching and Learning Support Assistant		
ATTRIBUTES/REQUIREMENTS	ESSENTIAL	DESIRABLE
EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING	Educated to at least GCSE level including a good level in English and Maths Willingness and ability to obtain and/or enhance qualifications and training for development in the post	NVQ Level 2 or equivalent relevant qualification First Aid Certificate
RELEVANT EXPERIENCE	Experience working in a primary education setting	Working with children with SEN/ASD
KNOWLEDGE AND SKILLS	Excellent numeracy, literacy ICT and communication skills Working knowledge of foundation stage and primary national curriculum, with knowledge of SEN Child protection and Safeguarding Procedures Understanding the principles of child development	An interest in creative arts Codes of Practice and Legislation, applicable in school Working knowledge of SEN Code of Practice/policies and legislation Health and Safety Legislation
PERSONAL CHARACTERISTICS	Ability to relate well to children and adults Ability to meet the physical demands required of the job Good organisational skills and to be able to work as part of a team	
CONTRA-INDICATORS	A satisfactory record check being undertaken by the Disclosure and Barring Service	