

GREAT TORRINGTON SCHOOL

JOB DESCRIPTION



TITLE: Specialist Learning Support Assistant (Supporting and Delivering Learning)
Level 2

GRADE: Teaching Assistant Level (NJC Point 4 -6)

PURPOSE OF JOB

To work under the guidance of the teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

MAJOR RESPONSIBILITIES

To work under guidance to deliver learning by:

- Being actively involved in the whole planning cycle
- Implementing work programmes
- Undertaking evaluation and record keeping
- Providing specialist SEN, subject, or other support

DUTIES

Support the teacher by:

- Working with the teacher to establish an appropriate learning environment
- Working with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitoring and evaluating pupils responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Providing objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Having responsibility for keeping and updating records as agreed with the teacher, contributing to the reviews of systems /records as requested
- Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- Liaising sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participating in feedback sessions/meetings with parents either alongside the teacher or as directed
- Administering and assessing routine tests and invigilating exams/tests
- Providing general clerical/administrative support e.g. administering course work, producing worksheets for agreed activities etc.

Supporting pupils by:

- Using specialist curricular/learning skills/training/experience
- Assisting with the development and implementation of Pupil Information Passports
- Establishing productive working relationships with pupils, acting as a role model and setting high expectations for behaviour and learning
- Promoting the inclusion and acceptance of all pupils within the classroom
- Working consistently whilst recognising and responding to individual pupil needs
- Encouraging pupils to interact and work co-operatively with others and engaging all pupils in activities
- Promoting independence and employing strategies to recognise and reward achievement of self-reliance
- Providing feedback to pupils in relation to progress and achievement.

Support the curriculum by:

- Implementing agreed learning activities/teaching programmes, adjusting activities according to pupils responses/needs
- Implementing local and national learning strategies e.g. literacy, numeracy, KS3, early years and making effective use of opportunities provided by other learning activities to support the development of relevant skills
- Supporting the use of ICT in learning activities and developing pupils competence and independence in its use
- Helping pupils to access learning activities through specialist support
- Determining the need for, preparation of, and maintenance of general and specialist equipment and resources.

Support the school by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school
- Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attending and participating in regular meetings
- Participating in training and other learning activities as required
- Recognising own strengths and areas of expertise and using these to advise and support others
- Providing appropriate guidance and general supervision to less experienced staff who may be undertaking duties/tasks as part of their personal development
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher
- Maintaining professional standards at all times
- Participating during the Enrichment period by offering an activity or supporting pupils.