

## **WITHERSLACK GROUP JOB DESCRIPTION**

**POST TITLE:** Teaching and Learning Assistant – Learning Centres

**RESPONSIBLE TO:** Line Manager

**LIAISON WITH:** The Teaching and Learning Assistant will be a member of a multi-disciplined team under the leadership of the Head of Learning

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### **OVERALL RESPONSIBILITIES**

Under the direction of the Head of Learning, or a designated teacher, assist with the care and welfare of the children within the school. Duties will include assisting the teacher in the delivery of the curriculum and work may be carried out in the classroom or outside of the main teaching area.

#### **Support the pupil by:**

- Undertaking activities with either individuals or groups of young people to ensure their safety and facilitate their physical, emotional, educational, social and cultural development.
- Carrying out pre-determined educational activities and programmes of learning whilst promoting independent learning.
- Working to establish a supportive relationship with the young people and attached care home and interact with them accordingly.
- Setting challenging and demanding expectations and promote self-esteem, independence and resilience of young people.
- Encouraging acceptance and inclusion of all young people irrespective of their special needs and use appropriate skills to undertake necessary activities.
- Providing feedback to the young people in relation to progress and achievement under the guidance of the teacher.
- Undertaking structured and agreed learning activities/teaching programmes, adjusting according to pupil responses
- Undertaking programmes linked to learning strategies e.g. literacy, numeracy, recording achievement and progress and feeding back to the teacher.
- Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Preparing, maintaining and using equipment/resources required to meet the lesson plans/learning activity and assist pupils in their use.

#### **Support the teacher by:-**

- Monitoring the needs of individual pupils and reporting these to their designated supervisor as appropriate.
- Assisting teaching staff in the planning and delivering of work programmes for individuals and groups of young people. These programmes may be delivered in a supervised or unsupervised capacity.
- Assisting the teaching staff in the smooth transition of educational phases.
- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals and contribute to raising achievement.
- Assist with the planning of learning activities/lessons.



- Monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.
- Providing detailed and regular feedback to the teacher on pupils' achievement, progress, difficulties etc.
- Promoting high standards of pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Administering routine tests and undertake routine marking of pupils' work.

#### **Support the Learning Centre by:-**

- Attending staff meetings and school INSET days.
- Being aware of policies and procedures.
- Being aware of confidential issues linked to the post.
- Attending relevant meetings as required.
- Participating in training or other learning activities and performance development as required.
- Undertaking PRICE training.
- Assisting with the supervision of young people out of lesson times when required including before and after school and at lunchtimes.
- Accompanying teaching staff and young people on visits, trips and out of school activities as required.
- Safeguarding and promoting the welfare of young people for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- The Witherslack Group is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area.
- Undertaking any relevant duties commensurate with the grading of the post which may, from time to time, be required by the Head of Learning.
- To undertake other duties commensurate with the post to ensure the smooth operation of the responsibilities of the team

#### **SAFEGUARDING**

This post is subject to an Enhanced Disclosure check.

Witherslack Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the selection process we will undertake checks to ensure that you do not pose of risk of harm to children and young people.

The post-holder will be expected to contribute to safeguarding children and young people and promoting their welfare of children in accordance with the agreed Child Protection Policy for the setting. Any issues or concerns are reported to their Designated Safeguarding Lead or any Deputy Safeguarding Lead. In the Children's homes, where the Designated Safeguarding Lead or the deputy Designated Safeguarding Lead is not available, and then it would be reported to the senior on duty.

#### **REVIEW**

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the establishment in relation to the post holder's professional responsibilities, duties and grading.

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## ACKNOWLEDGEMENT

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Employee Signature.....

(Print Name) ..... Date .....

Manager Signature.....

(Print Name) ..... Date .....



**Person Specification for the post of: Teaching and Learning Assistant- Learning Centre**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Relevant NVQ2 or equivalent</li> <li>• Experience of working in a classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Additional specialist qualification in Education</li> <li>• Knowledge and experience of SEMH, ASD</li> </ul>
<b>Education / Training / Qualifications (Number type and level )</b>	<ul style="list-style-type: none"> <li>• At least one years experience as a Teaching and Learning Assistant and/or as a classroom assistant</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in another service to young people</li> </ul>
<b>Specialist Knowledge</b>	<ul style="list-style-type: none"> <li>• Up to date knowledge and understanding of the practices and procedures within education relating to the welfare, safety and education of children</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of administrative and financial procedures</li> </ul>
<b>Skills - Disposition</b>	<ul style="list-style-type: none"> <li>• Able to identify and work towards specific goals with children and colleagues</li> <li>• Able to maintain good relationships with children and adults</li> <li>• Able to work as part of a team and be flexible</li> <li>• Able to motivate and encourage children to develop to their full potential</li> </ul>	<ul style="list-style-type: none"> <li>• ICT Skills</li> <li>• First Aid qualification</li> <li>• Able to prioritise tasks and act on own initiative</li> </ul>
<b>Working Arrangements / Physical Requirements</b>	<ul style="list-style-type: none"> <li>• Occasional attendance at meetings outside of normal school hours</li> <li>• Emotionally resilient</li> <li>• Good level of physical fitness (particularly with regard to Restrictive Physical Interventions)</li> </ul>	