



## Job description: Learning Support Assistant (TA Level 2)

### Job details

<b>Salary:</b>	ALT Grade D
<b>Academy Site:</b>	Isle of Ely Primary
<b>Reporting to:</b>	Deputy Headteacher

### Main purpose

To support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. To contribute to raising standards of achievement for all pupils.

### Duties and responsibilities

#### Teaching and Learning

- To work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff
- To work with individual pupils with special educational needs and/or with pupils for whom English is not their first language, as required
- To implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities to pupil's responses as appropriate
- To participate in planning and evaluation of learning activities with the teacher
- To support independent learning and inclusion of all pupils
- To provide feedback to pupils in relation to attainment and progress under the direction of the teacher
- To assist with the development of individual development plans for pupils e.g. IEPs, as required

#### Resources

- To select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
- To handle small amounts of cash e.g. for school visits and/or monitor stocks/supplies for the classroom, as required
- To arrange/provide resources for lessons/activities under the guidance of the teacher

#### Exams, Educational Visits and Other Supervision

- To invigilate exams and tests, if required



- To assist escorting pupils on educational visits, as required
- To assist with break time supervision including facilitating games and activities, as required

#### **Personal and Welfare Support**

- To assist pupils with dressing, hygiene and eating whilst encouraging independence, as required
- To supporting pupils emotional and social well-being, reporting any problems to the teacher

#### **Systems, Policies and Procedures**

- To contribute to maintaining a safe environment
- To be responsible for the careful and safe use of equipment

#### **Team Involvement**

- To demonstrate own duties to new or less experienced staff, as required
- To support the work of volunteers and other teaching assistants in the classroom, as required

#### **Building Professional Relationships**

- To share information about pupils with other staff, parents/carers, internal and external agencies as appropriate
- To exchange information with staff and parents/carers

#### **Record Keeping and Information Management**

- To provide feedback to the teacher on pupil progress and behaviour
- To support the teacher in monitoring, accessing and recording pupil progress, under the guidance of the teacher

#### **Generic Responsibilities of all Active Learning Trust Employees**

- To consistently uphold the Trust's Aims, Visions and Values.
- To work in a co-operative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the schools and Trust.
- To work with children and young people within the framework of the academy in a courteous, positive, caring, and responsive manner.
- To take an active and positive role in the Trust's commitment to the development of staff and review procedures, undertaking training as required.
- To act in a professional way that is consistent with the values and expectations of the Trust.
- To be responsible for promoting and safeguarding the welfare of children and young persons.

The Active Learning Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject pre-employment checks including the taking of satisfactory references and



enhanced criminal record clearance (via the Disclosure and Barring Service) in line with the need to create and maintain a safe culture.

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. It will be reviewed in conjunction with the appraisal process and planning for the next academic year. It will be reviewed, and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Reports to Manager.*



## Person Specification: Learning Support Assistant (TA Level 2)

E = Essential D = Desirable

	E	D
<b>Qualifications and training</b>		
NVQ level 2 in related area or equivalent experience	x	
NVQ level 3 in related area		x
<b>Experience</b>		
Previous experience of working as a teaching assistant		x
<b>Skills and knowledge</b>		
Curriculum knowledge and experience to support and lead learning activities	x	
IT and keyboard skills	x	
Knowledge and compliance with policies and procedures relevant to health and safety and child protection	x	
Ability to interpret information or situations and to solve straight forward problems/make minor decisions	x	
<b>Personal qualities</b>		
Embodies the Trust's values: <ul style="list-style-type: none"> <li>• I aspire, we achieve</li> <li>• We're curious, creative and bold</li> <li>• A family, not a house share</li> <li>• Comfortable being candid</li> <li>• Humour, humility, humanity</li> </ul>	x	
Commitment to uphold the 7 principles of public life (the <a href="#">Nolan principles</a> ) at all times	x	
Commitment to maintaining confidentiality at all times	x	
May be required to stand for long periods and or work in awkward positions e.g. low chairs	x	
Some exposure to unpleasant conditions e.g. noise, outdoor working	x	
<b>Equal opportunities</b>		
Commitment to inclusion, equality and diversity	x	
<b>Safeguarding</b>		
Commitment to safeguarding and promoting the welfare of children and young people	x	