JOB DESCRIPTION: TEACHING/LEARNING SUPPORT ASSISTANT – H3

Reports to: HLTAs

The jobholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.

All members of staff are expected to contribute significantly to the school's planning of student support, with particular reference to the 5 outcomes identified in Every Child Matters (being healthy; staying safe; enjoying and achieving; making a positive contribution; economic well-being).

Job Outline

To provide high-level support to teachers in the management of pupils' learning.

Duties

The jobholder should be prepared to fulfil all of the duties listed below, but in order to justify the pay grade the jobholder must be spending at least 50% of the time on some or all of the duties in bold script.

- Attend to pupils' personal needs, including social, health, hygiene, first-aid and welfare matters;
- Prepare classrooms and clear afterwards and assist with the display of pupils' work;
- Provide clerical/administrative support, e.g. photocopying, typing, filing, collecting money, record keeping;
- Assist with the planning and delivery
- of learning activities;
- Accompany teachers and pupils on out-of-school activities and take responsibility for a group, under the direction of a teacher;
- Administer routine tests;
- Liaise with parents and carers, under the direction of a teacher;
- Assist with the development and implementation of individual education plans and personal care programmes;
- From time-to-time, supervise whole classes during the short-term absence of a teacher;
- Within an agreed system on supervision, plan, deliver and evaluate programmes of work that meet teaching and learning objectives.
- To perform any other duties within the scope, spirit and purpose of this position a requested by the Headteacher.

Equalities

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

Health and Safety

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

Criminal Records Bureau

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Criminal records Bureau is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

Additional Information

The jobholder is required to contribute to and support the overall aims and ethos of the school.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

The job may include clearing up blood or other bodily fluids of children.

The job may involve lifting children after falls or accidents.

Contacts

The jobholder works with teaches and pupils and is likely to have planned contact with parents or carers.

This is the general job description for Teaching/Learning Support Assistants. There is an additional negotiated component to this, which is linked to each particular post

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.