

HOVINGHAM PRIMARY SCHOOL

JOB DESCRIPTION **LEARNING & TEACHING ASSISTANT**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Pay Range: B3 Level 2

Purpose of the Role: To work alongside the teachers or HLTA in the classroom, helping children to achieve their full potential. LTAs are line managed by the classroom teacher in conjunction with the SLT and Head of Inclusion.

Responsibilities:

LEARNING & TEACHING

- Support children to ensure they make good progress and over time.
- Provide detailed and regular feedback to teachers on children's achievement, progress, problems etc.
- Provide objective and accurate feedback to other staff on children's achievement, progress and other matters as requested.
- Provide feedback to children in relation to progress and achievement under guidance of the teacher.
- Collaborate with colleagues in the assessment of children to support the determination of specific needs / requirements of individuals.
- Support the assessment of children to determine those in need of particular help and support.
- To act as a role model using standard English to all children and giving all children opportunities to develop language and communication.
- Support children's access to learning using appropriate strategies and resources.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of children's work.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to children responses.
- Undertake programmes linked to local and national learning strategies - literacy, numeracy, KS2, early years-recording achievement and progress and feeding information back to the teacher.
- Use strategies, in liaison with the teacher, to support children to achieve learning goals.
- Assist with the planning of learning activities.
- Support the use of ICT in learning activities and develop children's competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist children in their use.
- Encourage children to interact with others and engage in activities led by the teacher.

- Set challenging and have high expectations of progress.
- Promote self-esteem and independence.
- Monitor children's responses to learning activities and accurately record achievement/progress as directed.
- Supervise and provide particular support for children, including those with special needs, ensuring their safety and access to learning activities.
- Establish constructive relationships with children and interact with them according to individual needs.
- Assist with the supervision of children out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and children on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

INTERVENTIONS

- Supporting children in additional literacy/maths intervention groups to address gaps in learning.
- Supporting children who require additional support with communication, including those children with a mechanical system of communication, training will be provided. May also be required to use British Sign Language and/or Makaton (a form of sign language for SEN children) if so, training will be provided.
- Supporting children with speech, language and communication difficulties under the guidance of a Speech and Language Therapist to support individual children with specific needs - in-house training provided.
- Attend to children's personal needs and provide advice to assist in their social care, health and hygiene development. Where required, supporting children who need assistance with personal care e.g. feminine hygiene, changing nappies and assisting them to use the toilet if they are unable to use the toilet unaided.
- Where required, feeding children and assisting them with drinking, in-house training given.
- May also be required to assist children with physiotherapy under the guidance of physiotherapist.

MANAGEMENT OF CHILDREN AND THEIR BEHAVIOUR

- Promote children's good behaviour, both in classrooms and around school, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behavior.
- Provide information and advice to enable children to make the right choices about their own learning, behaviour and attendance.
- Assist the teacher with the development and implementation of individual Education/ Behavioural/ Support/ Mentoring plans and behaviour management strategies and personal care programmes.
- May be required to restrain children who may harm themselves or others. On rare occasions, some children may bite, kick, nip and punch etc. themselves staff and or other children. Training will be provided on restraining children.
- Promote the speedy and effective transfer of children across phases and the integration of those who have been absent.

ADMINISTRATIVE DUTIES

- Provide clerical/administrative support - photocopying, typing, filing, collecting money etc.
- Assist with the supervision of children on visits, trips and out of school activities as required.
- Administer routine tests and invigilate exams and undertake routine marking of children's work.

PROFESSIONAL REQUIREMENTS, STANDARDS AND QUALITY ASSURANCE

- Understand the different areas of the curriculum.
- Understand the level descriptors , particularly for literacy and maths, and know what it means when a child is assessed at a particular level.
- Understand the next steps to move the learning forward.
- Participate in training and other learning activities and performance development as required.
- Appreciate and support the role of other professionals.
- Communicate effectively with other agencies/professionals, in liaison with the teacher, to support achievement and progress of children.
- Develop good relationships with parents and carers, including exchanging information and facilitating their support for their child's attendance.
- Supervise children in out of school hours activities, as required.
- Promote the inclusion and acceptance of all children.
- Establish constructive relationships with parents/carers.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- 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.
- Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.

Any Special Conditions of Service:

There is a requirement to submit to an enhanced Criminal Records Bureau background check. Term time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

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PERSON SPECIFICATION LEARNING & TEACHING ASSISTANT

Essential Criteria	How Identified	Desirable Criteria	How identified
<p>SKILLS</p> <p>Good numeracy/literacy skills</p> <p>Effective use of ICT to support learning</p> <p>Use of other equipment technology – video, photocopier</p> <p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team</p>	<p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p>	<p>Maths and/or English Grades GCSE A-C or CSE level 1</p> <p>First aid training/training as appropriate</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p>	<p>Application form certificate</p> <p>Application form certificate</p> <p>Application form and selection process</p>
<p>KNOWLEDGE & UNDERSTANDING</p> <p>Understanding of relevant polices/codes of practice and awareness of relevant legislation</p> <p>Basic understanding of child development and learning</p> <p>Working with or caring for children of relevant age</p> <p>General understanding of</p>	<p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p>	<p>Understanding classroom roles and responsibilities and your own position within these.</p>	<p>Application form and selection process</p>

national/foundation stage curriculum and other basic learning programmes/strategies	Application form and selection process		
<p>QUALIFICATIONS/ TRAINING</p> <p>Completion of DfES Teacher Assistant Induction Programme Or equivalent qualifications or experience</p> <p>NVQ 2 for Teaching Assistants or appropriate level of experience of operating in the classroom environment</p> <p>Training in the relevant learning strategies e.g. literacy</p>	<p>Application form and selection process</p> <p>Application form and selection process and/or certificate</p> <p>Application form and selection process</p>		
OTHER CONDITIONS			

