

# LEARNING & TEACHING ASSISTANT B3 JOB PROFILE

## Key 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.
- Undertake programmes linked to local and national learning strategies - literacy, numeracy, KS1, KS2, early years- recording achievement and progress and feeding information back to 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.

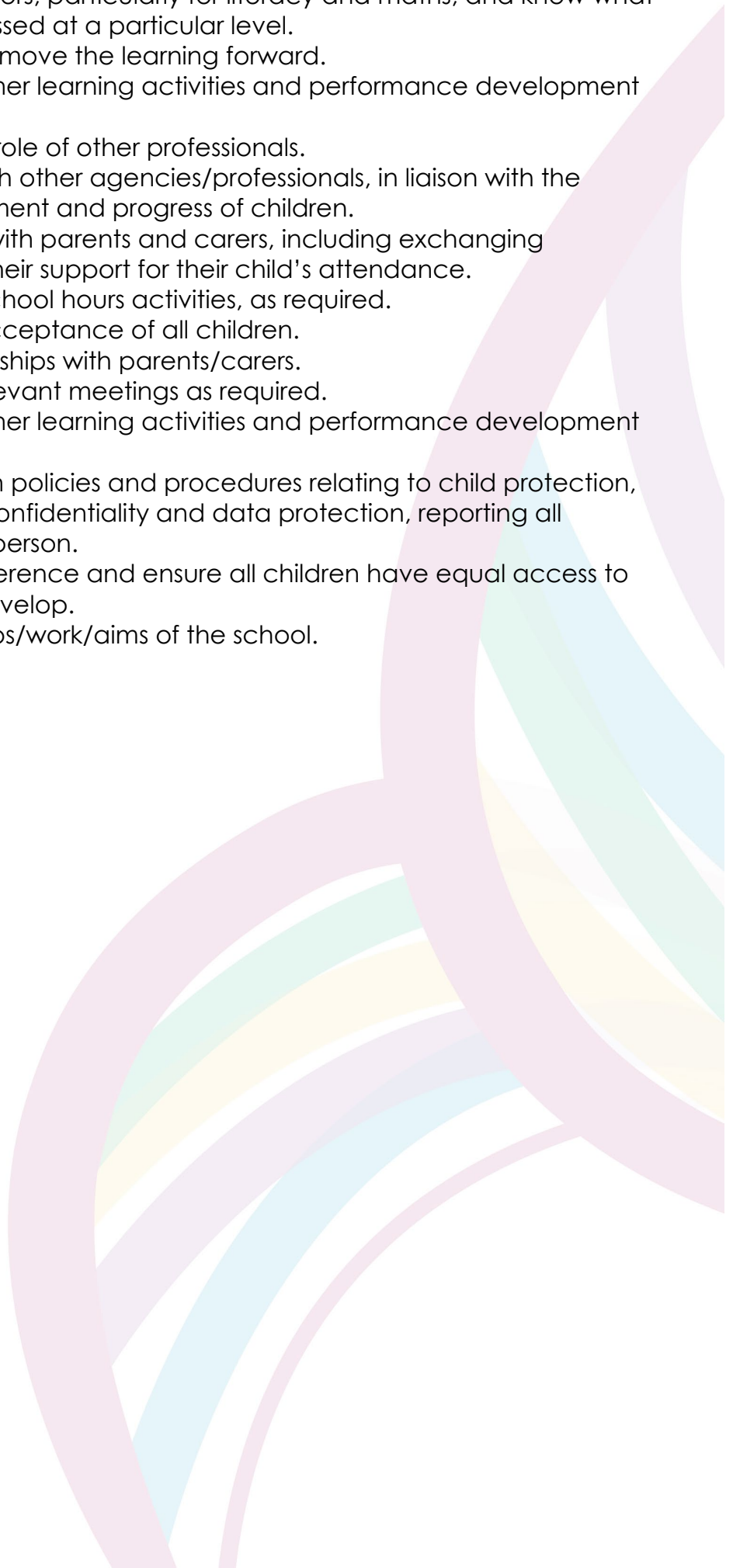
### Interventions

- 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.
- Support children with medical and intimate care needs as required. Training provided where necessary.
- 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.

### Professional Requirements, Standards & 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.



# LEARNING & TEACHING ASSISTANT B3

## PERSON SPECIFICATION

This person specification outlines the key skills, knowledge, experience and behavior required to deliver this job profile and be the right fit within a high performing team.

SKILLS	ESS	DES
Good numeracy/literacy skills.	*	
Effective use of ICT to support learning.	*	
Able to use a range of technology (e.g. computers, iPads, printers, photocopiers etc).	*	
Ability to relate well to children and adults.	*	
Work constructively as part of a team.	*	
KNOWLEDGE & UNDERSTANDING	ESS	DES
Understanding of relevant polices/codes of practice and awareness of relevant legislation.	*	
Basic understanding of child development and learning.	*	
Working with or caring for children of relevant age.	*	
General understanding of national/foundation stage curriculum and other basic learning programmes/strategies.	*	
Understanding classroom roles and responsibilities and your own position within these.		*
Knowledge and skills to safeguard the welfare of CYP and uphold your professional responsibility	*	
QUALIFICATIONS / TRAINING	ESS	DES
NVQ 2 for Teaching Assistants or appropriate level of experience of operating in the classroom environment.	*	
Training in the relevant learning strategies e.g. literacy.	*	
Maths and/or English Grades GCSE A-C or CSE level 1.		*
First aid training/training, as appropriate.		*
Ability to self-evaluate learning needs and actively seek learning opportunities.		*

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