



## Teaching & Learning Assistant Job Description

**Responsible to:** Curriculum (and Deputy) Manager for Academic Inclusion and Support

**Responsible for:** Supporting students with additional learning needs and SEND

**Purpose of job:** to work as part of a large team, supporting students with additional learning needs and SEND

### Main Tasks and Responsibilities

1 In common with other staff:

To support the Academy's mission, vision and strategic objectives;

To implement the Academy's equal opportunities policies and to work actively to overcome discriminations on grounds of race, sex, disability, sexuality, age or status in the Academy's services;

To participate in staff development;

To implement the Academy's health and safety policies and practices;

To contribute to the Academy's commitment to continuous improvement as identified in the Academy's charter and quality assurance systems;

To participate in Academy-wide projects and tasks.

### Responsibilities particular to the post

2 The successful candidate will be required to facilitate learning in a number of ways, which may include:

Supporting students in classroom and workshop environments and to undertake reading, scribing, ICT support and the differentiation of learning materials as appropriate to individual student need;

Supporting students with additional learning needs to meet the targets set out in their SEND Profiles and to track and monitor learner progress;

Escorting students who are required to undertake Academy based tasks 'off site' so they may be supported in their activities;

Supporting students during break times and lunchtimes;

Supporting students with care needs as appropriate;

Participating as a member of the SEND Team and working with the curriculum team in the planning and delivery of support;

Liaising with outside agencies, support services and other professionals involved with the specialist support of people with learning difficulties and/or disabilities.

Liaising with parent's/key workers to ensure continuity of support services;

Attending Education Health and Care Plan meetings for SEND students;

Assisting with literacy and numeracy development across the Academy, by running workshops during lunchtimes and clubtimes;

Maintaining general records for the SEND Department.

Carrying out administrative tasks, as appropriate

Invigilating for internal and external exams

Supporting students with SEND in sports activities in and out of the academy

Assisting the academy with the implementation of the SEND Code of Practice 2014

In addition to the above, the candidate will be expected to have:

- A knowledge and understanding of good practice of supporting learners with additional learning and care needs;
- Experience of supporting learners in a flexible learning environment;
- Information technology skills, including multi-media applications and enthusiasm for the development of Information & Communication Technology;
- Ability to work collaboratively with colleagues as a member of the SEND Department and other teams as appropriate;
- Good communication skills and an ability to use initiative in prioritising and organising work;
- Ability to follow appropriate administrative systems;
- Awareness of Health and Safety issues in the care and supervision of people with learning difficulties and/or disabilities;
- An understanding and commitment to equal opportunities and practical ideas for their implementation. An awareness of the diverse needs of students from a variety of backgrounds and an ability to work positively to respond to those needs in an inner city environment;
- Good literacy and numeracy skills.

#### **Additional information - Working Arrangements**

Hours of work – term time only between 8.30am and 5.00pm Monday to Thursday and 8.30am and 4.00pm on Friday, with one hour for lunch.

Under exceptional circumstances, eg alterations in the Academy's pattern of working or changes in pattern of demand, the hours of attendance may be varied after consultation with the member of staff concerned.

This job description will be reviewed annually to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the Academy.