**St Edmund’s Catholic Primary School – Job Description**

**POST TITLE**: **TEACHING AND LEARNING SUPPORT ASSISTANT**

**GRADE: SCALE 2 Point 3**

**RESPONSIBLE TO: Class Teacher/SENCO/SLT**

**PURPOSE OF THE POST:**

* To assist in all teaching and learning activities, as directed, in the classroom.
* To provide support to individuals or groups of pupils who require additional support in their learning including those with additional/special educational needs.

**RESPONSIBILITIES:**

* To work alongside teachers and other support staff in classes to support all pupils in their learning, particularly in their literacy and numeracy skills. This could include more able pupils and those with additional / special educational needs.
* To assist the class teacher in actively ensuring a positive learning environment in the classroom.
* To follow the school’s Behaviour Policy at all times and always take a positive approach to behaviour management.
* To support teachers in the smooth running of the classroom by taking responsibility for agreed administrative tasks and preparation of materials to support learning.
* To support teachers in setting up the classroom so it is resourced for quality teaching and learning and ensuring, as directed, that pupils with additional/special educational needs are meaningfully accessed during lessons.
* To assist in assessment of progress of identified pupils, as directed.
* To carry out agreed interventions for individuals or small groups of pupils under the guidance of other school based and external professionals as needed.
* To provide written reports, evaluations and other information to assist in the assessment of individual pupils when required.
* To support classes on educational trips and being fully involved in the learning opportunities and experiences.
* To support the class, group or individuals on different activities within the school.
* To ensure the health and safety of all pupils through timetabled playground duties.
* To meet with teachers before school to ensure that the day’s activities and duties are clear and planned.
* To meet with teachers to prepare for the next week’s planning at an agreed time during PPA.
* To attend training days.
* To be flexible and prepared to adjust duties at short notice to cover absences and the needs of individual or groups of pupils throughout the school who require greater support, including on occasions, those pupils in the school with complex needs.
* To pass on any information to class teacher or Child Protection Team as appropriate, which could affect the health, safety or well-being of any pupils.
* Any other duties as required by the Senior Leadership Team to enable the smooth running of the school.