

DEPARTMENT: EXTENDED LEARNING
DESIGNATION: LEARNING AND TEACHING ASSISTANT
RESPONSIBLE TO: SENCO
POST GRADE: LEVEL 4

NAME:

Main Purpose of the Post

To support students in the classroom on a one-to-one or group basis. Supporting students' literacy and numeracy needs through Wave 2 and 3 interventions.

Core Responsibilities, Tasks and Duties

I. Duties

- To support the teacher in the planning and delivery of learning activities.
- To help students to develop literacy and numeracy skills.
- To contribute to the creating of an attractive, differentiated, stimulating, safe environment, through display and classroom organisation.
- To help with the maintenance of classroom records.
- To support the teacher in the evaluation of the learning activities.
- To maintain the maintenance of positive links between home and the Academy making parents feel welcome and develop links with other agencies.
- To help with the care and support of students individually and in groups.
- To be aware of, and maintain, specific academy policies, which relate to students in the classroom, i.e.: behaviour, equal opportunities and marking where applicable.
- To promote the inclusion and acceptance of all children.
- To set challenging and demanding expectations and promote self-esteem and independence.
- Any other duties commensurate with the level of the post.

II. Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Trust Health and Safety policy.

III. Professional Accountability

- The post holder is required to 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. In addition, they are to contribute to the achievement of the school's objectives.

IV. Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

V. Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Declaration

The Alpha Academies Trust is committed to safeguarding and promoting the welfare of children and young people.

Signed _____ Dated _____

Print name _____

PERSON SPECIFICATION

APPOINTMENT OF: LEARNING AND TEACHING ASSISTANT

DEPARTMENT: EXTENDED LEARNING

Minimum Requirements	Measured by: A) Application B) Test/Exercise C) Interview
QUALIFICATIONS/TRAINING: It is essential that the post holder has: <ul style="list-style-type: none"> A good standard of education to include in particularly good skills in Numeracy & Literacy. 	A
EXPERIENCE/KNOWLEDGE: It is essential that the post holder has: <ul style="list-style-type: none"> Knowledge of child protection. Working knowledge of the National Curriculum and the Code of Practice. 	A & C
SKILLS AND ABILITIES: It is essential that the post holder has/is/can: <ul style="list-style-type: none"> The ability to work as part of a team. Adaptability. Resourcefulness. Patience and resilience. The ability to work well under pressure. Confidence in making decisions. Excellent communication and organisational skills. Enthusiastic. Dedicated. 	C
It is desirable that the post holder has/can: <ul style="list-style-type: none"> The ability to empathise. Can communicate at all levels 	C

ADDITIONAL FACTORS:

It is essential that the post holder is:

- A willingness to undertake appropriate training.
- Awareness and sensitivity with regard to equal opportunities and race equality.
- An ability to fulfil all spoken aspects of the role with confidence through the medium of English.

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