YSGOL BRYN ELIAN

JOB DESCRIPTION

POST: **Teaching Assistant – General/Additional Learning Needs**

SALARY RANGE: **GO2 Pt 4 £14,739 (FTE £26,016)**

POSTHOLDER:

REPORTING TO: **ALNCo**

JOB PURPOSE

- To work usually in the classroom under the direct instruction of teaching/senior staff.
- To support access to learning for learners and provide general support to the teacher in the management of learners and the classroom.

MAIN DUTIES

Support for Learners

- Attend to learners' personal needs and implement related personal programmes including social, health, physical, hygiene, first aid, toileting, feeding and mobility.
- Following training, administer medication in accordance with the procedures for LEA and school policies.
- Supervise and support learners ensuring their safety and access to learning.
- Establish good relationships with learners, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all learners.
- Encourage learners to interact with others and engage in activities led by the teacher.
- Encourage learners to act independently as appropriate.
- Support for learner[s] with additional learning needs.

Support for the Teacher

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of learners' work.
- Be aware of learner problems/progress/achievements and report to the teacher as agreed.
- Undertake learner record keeping as requested [learner information].
- Support the teacher in managing learner behaviour, reporting difficulties as appropriate.
- Provide clerical/administrative support, e.g. photocopying, typing, filing etc.

Support for the Curriculum

- Support learners to understand instructions.
- Supporting learners in undertaking literacy and numeracy tasks as directed by the teacher.
- Supporting learners in using basic ICT as directed.
- Prepare and maintain equipment/resources as directed by the teacher and assist learners in their use.

Support for the School

- Be aware 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 learners have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of learners out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and/or learner[s] on visits, trips and out of school activities as directed by the school.

Date agreed by Postholder: **.....**

Signature of Postholder: **.....**

Head / Pennaeth: Mrs Lindsey Hastings
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