**YSGOL BRYN ELIAN**

**JOB DESCRIPTION**

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

**SALARY RANGE: GO1 Pt 2 – 3 £12,672 (FTE £22,366)**

**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: .....................................................................**