**Ysgol Bryn Elian**

**JOB DESCRIPTION**

**POST: Teaching Assistant (Grade 2)**

**SALARY RANGE: G02 Pt 4 - 25 Hours per week, term-time only**

**POSTHOLDER:**

**REPORTING TO: ALNCO/Assistant Head teacher**

**JOB PURPOSE**

* To work usually in the classroom under the direct instruction of teaching staff.
* To support access to learning for learners and provide general support to the teacher in the management of learners and the classroom.
* To support the delivery of targeted interventions (especially literacy and numeracy interventions) in the Learning Zone.
* To deliver small group interventions under the supervision of another member of staff.

**MAIN DUTIES**

* Support delivery of Numeracy interventions (Learning Zone).
* Support delivery of Literacy interventions (Learning Zone).
* In class support: enable learners with learning difficulties to access the curriculum (focus on helping learners overcome literacy/numeracy difficulties).

**Support for Learners**

* Attend to learners’ personal needs and implement related personal programmes including social, health, physical, toileting, hygiene and first aid.
* 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 teachers as agreed.
* Undertake learner record keeping as requested [learner information].
* Support teachers in managing learner behaviour, reporting difficulties as appropriate.

**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.
* Any other duties as requested by the Assistant Head teacher in charge of ALN.

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

**Print name: ……………………………………………………………………………………..**

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