ACE Learning

Job Description and Person Specification

Post	Teaching and Learning Support Assistant KR4
Date reviewed	Spring 2023
Employee Signature	
Line Manager Signature	

ACE Academy
JOB DESCRIPTION

Job description: Teaching and Learning Support Assistant

Reporting to: The Head of School

Grade: KR4
Location: ACE Learning

Line Manager/s: The Head of School, members of the senior leadership team (SLT) and the Academy Executive Team

Supervisory Responsibility: The postholder may be responsible for the supervision of the work of Teaching Assistants relevant to their responsibilities

Teaching & Learning

- Assist in the educational, social, emotional and behavioral development of pupils under the direction and guidance of the School Leadership Team.
- Supervise classes, groups or individuals and follow planning as directed by a class teacher.
- Assist the Class Teacher/SENCO in delivering teaching and learning on a lesson by lesson basis as directed by the Class Teacher/SENCO and indicated in lesson plans.
- Undertake specific instruction of pupils on a one to one or small group basis to assist their recovery to expected levels in reading and spelling, numeracy and other basic skills (e.g. ICT).
- Plan and deliver intervention or prevention programmes as directed by the class teacher, Inclusion Manager or other Senior Leader.
- Implement individual programmes and monitor their progress.
- To record progress data from implemented programmes and provide reports to the Class Teacher, Inclusion Manager and Senior Leadership Team.
- Provide support for individual pupils inside and outside the classroom to enable them to fully participate in learning and social activities.
- Implement Behaviour Support Plans and monitor their progress.
- To assess pupils who have been absent and ensure their continuity of learning on return to class.
- Work within the team to support children's outcomes.
- Assist Class Teachers with all aspects of teaching and learning and maintaining pupil records.
- Be responsible for the implementation of, and compliance with, the provisions of legislation relating to the Health & Safety of employees and areas of the workplace as fall under your direct control and for complying with legislation relating to such work within your direct responsibility.
- To contribute to the development, establishment and implementation of clear equal opportunities objectives which promote equity for all children, parents, and members of staff.
- To promote a positive approach to all potential and existing members of the school community.
- Undertake supervision duties as directed by the School Leadership Team e.g. playtime and lunch duties.
- Help prepare classrooms and other areas of the school for learning, events, and other school activities.
- Undertake other reasonable duties from time to time as the Head of School requires.

Administrative Duties

- Prepare and present displays of pupil's work.
- Complete written incident and intervention reports, as and when required.
- Record information on the school IT system as requested by the leadership team.
- Input assessment data under the direction of the Class Teacher, Inclusion Manager or Senior Leader.
- Support the Class Teachers in photocopying and other tasks to support teaching.
- Prepare learning resources as directed by the Class Teacher.

Standards and Quality Assurance

- Support the aims and ethos of ACE Learning and the individual school as outlined in the Academy Vision and Aims Statement.
- Contribute to a positive working environment that supports the development of the school and academy trust.
- Be an advocate for the academy trust and the school.
- Set a good example in terms of dress, punctuality, and attendance.
- Attend team and staff meetings and all training as required.
- Undertake professional duties that may be reasonably assigned by the Head of School.
- Be proactive in matters relating to health and safety.

It is the expectation of ACE Learning that all support staff work to the "National Occupational Standards for staff supporting teaching and learning".

Confidentiality

It is expected that all ACE employees ensure confidentiality is maintained in line with agreed policies and protocols.

Safeguarding

All ACE employees are expected to comply with Trust policies and procedures relating to safeguarding and undertake annual refresher training.

Trust Policies

It is the expectation of all ACE employees that they familiarise themselves with all academy policies and any updates.

Professional Development

The postholder will engage in relevant professional development to maintain an up-to-date knowledge of current issues and developments.

Health and Safety

Health and safety is the responsibility of all employees therefore the postholder is expected to have a good working knowledge of policies and procedures and take effective actions to maintain safe working practices.

This job description is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after consultation, to meet the changing needs of the Academy. The postholder will also be expected to undertake such other reasonable duties as requested from time to time by their line manager or executive/senior leadership team.

Person Specification – Teaching and Learning Support Assistant

Attributes	Essential	Desirable
Qualifications	• GCSE or equivalent • Level 2 qualification for teaching assistants / learning support	• Training in delivery of support programmes. • Level 3 qualification.
Previous experience	• Experience of working with children • Training relevant to working in a primary school	• Experience in a similar role. • Experience of supporting pupils with AEN
Professional competence	• High level of literacy and numeracy skills. • Knowledge and understanding of safeguarding and child protection • Ability to plan, prepare and deliver effective support / intervention programmes • Ability to utilise ICT to support pupils • Ability to use a range of support strategies • Ability to demonstrate skills in behaviour management • High expectations of students • Ability to promote the general progress and well-being of the individual pupils • High personal standards • A commitment to sustaining up to date professional knowledge.	• Flexibility. • Personal interests / skills to inspire pupils and enrich learning
Personal qualities	• To be energetic, enthusiastic and hard working • Good interpersonal skills • Good health • Good attendance history • Ability to maintain confidentiality • Ability to work well in a team • A willingness to engage in all aspects of school life • A willingness to run extra-curricular activities	• Strong commitment to education beyond the classroom • Sense of humour

All Appointments are subject to a successful CRB and list 99 check.