

**Teaching & Learning Assistant**

**SSA**

**Job Description**

**MAIN PURPOSE**

**To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.**

**Support for Pupils**

1. Provide one to one support for pupils with an Education Health Care Plan, whilst employing teaching strategies to encourage such pupils to work with increasing independence within a group and class.
2. Adapt and/or modify materials and resources to ensure full access to a broad and balanced curriculum.
3. Support pupils access to the curriculum by differentiating learning activities where appropriate.
4. Develop a positive relationship with the pupils to support progress and attainment and promote self esteem and independence.
5. Support the pupils as part of a planned inclusion programme and provide intervention strategies and programmes as requested.
6. Provide feedback to the pupils on their progress, achievement and attainment.
7. Support the use of ICT in learning activities.
8. Deliver intervention and support strategies for specific pupils as directed by the teacher.

**Support for teachers**

1. Provide advice and support to teachers and other support staff as to the most effective methods of support for pupils with additional / complex learning needs.
2. Liaise with the complex needs service as requested to receive and disseminate advice given to effectively support the pupils across curriculum areas.
3. Liaise sensitively and effectively with parents and carers; and in languages other than English when necessary; and participate in feedback meetings with parents under the teacher’s supervision.
4. Assist the SENCO in the development, monitoring and review of the student’s IEP.
5. Attend specific training as and when required or requested by the SENCO.
6. Assist in student supervision and management of student behaviour, in line with school procedures.
7. Be responsible for keeping and updating records as agreed with the teacher, contributing to the reviews of records and systems as requested.
8. Support the teacher by contributing to the delivery of local and national learning strategies and recording achievement, progress and providing feedback to the teacher.
9. Report on student achievement, progress and issues in a suitable format.
10. Administer and contribute to the invigilation of tests as required.

**Support for the school**

1. Support the maintenance and enhancement of the school’s ethos and mission through their own outstanding professional conduct and high expectations of others.
2. Be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection.
3. Assist in providing an atmosphere in which effective learning can take place.
4. Support the promotion of positive relationships with parents and outside agencies.
5. Work within school policies and procedures.
6. Attend and participate in individual and team meetings as required.
7. Undertake personal development and improve own practice through training, observation, evaluation and discussion with colleagues including performance management and use this to support others.
8. Accompany teaching staff and pupils on visits, trips, out of school activities and enrichment programmes and take responsibility for a group under the supervision of a teacher.
9. Assist with the supervision of pupils out of lesson time.
10. Work as part of a team and support the role of other people in the team.

**This appointment is with the Governing Body of the school, with Tauheedul Education Trust as employers. This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.**



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**Person Specification**

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|  |  |  | **Assessed by:** | |
| **No** | **CATEGORIES** | **Essential/ Desirable** | **App**  **Form** | **Interview /Task** |
| **QUALIFICATIONS** | | | | |
| 1. | SSA Level 2, NVQ Level 2 Teaching Assistant or equivalent | **E** | 🗸 |  |
| 2. | GCSE in English and Maths at grades ‘C’ and above. | **E** | 🗸 |  |
| **EXPERIENCE** | | | | |
| 2. | Working with children in a school setting. | **E** | 🗸 | 🗸 |
| 3. | Contributing to development, monitoring and review of IEPs. | **E** | 🗸 | 🗸 |
| 4. | Working within a Primary EYFS setting. | **D** | 🗸 | 🗸 |
| 5. | Supporting pupils who have specific and significant difficulties | **D** | 🗸 | 🗸 |
| **ABILITIES, SKILLS AND KNOWLEDGE** | | | | |
| 6. | Ability to maintain positive relationships with pupils and other adults. | **E** | 🗸 | 🗸 |
| 7. | Ability to work effectively within a team. | **E** | 🗸 | 🗸 |
| 8. | Effective classroom and behaviour management skills. | **E** | 🗸 | 🗸 |
| 9. | Ability to communicate effectively in community languages. | **D** | 🗸 | 🗸 |
| 10. | Knowledge of strategies to support pupils with delayed development / speech and language difficulties. | **E** | 🗸 | 🗸 |
| 11. | Good ICT skills for word-processing and use of learning software, including online resources. | **D** | 🗸 | 🗸 |
| 12. | Knowledge of the EYFS curriculum. | **D** | 🗸 | 🗸 |
| **PERSONAL QUALITIES** | | | | |
| 13. | A passionate belief in the school’s mission statement. | **E** | 🗸 | 🗸 |
| 14. | A strong belief in the value of education in developing citizens. | **E** | 🗸 | 🗸 |
| 15. | Highest levels of professional and personal integrity. | **E** | 🗸 | 🗸 |
| 16. | A strong commitment to inclusion and overcoming barriers to learning and achievement. | **E** | 🗸 | 🗸 |
| 17. | Personal resilience, persistence and perseverance. | **E** | 🗸 | 🗸 |
| 18. | Commitment to undertaking additional professional training where required. | **E** | 🗸 | 🗸 |
| 19. | Sympathetic to the Muslim faith. | **E** | 🗸 | 🗸 |