

## **Job Description**

### **Teaching/Learning Support Assistant (Primary)**

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The main purpose of the Teaching/Learning Support Assistant is to provide assistance for students and teaching staff by promoting and supporting the inclusion and health and safety of all students. The main duties for this position include:

- Work within Academy's policies and procedures and be aware of legislation relevant to personal role and responsibility in the Academy.
- Demonstrate and promote the positive values, attitudes and behaviour expected from students.
- Help students make progress in a range of classroom settings, including working with individuals and small groups.
- Contribute to the planning and preparation of lessons when required.
- Communicate effectively and sensitively with students to support their learning.
- Promote and support the inclusion of all students, for example, those with Special Educational Needs and those with disabilities, in the learning activities in which they are involved.
- Take initiative in lessons and provide feedback to students and colleagues on students' learning and behaviour.
- Support Teachers in evaluating students' progress through a range of monitoring and assessment activities.
- Assist in carrying out whole Academy responsibilities, for example, lunch duty.
- Be responsible for the organisation and management of the allocated physical teaching space and allocated resources.
- Participate in relevant professional development and review.
- Have due regard to confidentiality, Child Protection procedures, health and safety, other statutory requirements and the policies of the governing body and local education authority.
- Any other reasonable duties as required by the Principal (Primary)