Teaching Assistant (Learning Coach) Job Description

Job Title: Teaching Assistant (Learning Coach)

Grade of Post: Grade 5

Hours of Work: 37 hours (Term Time only)
7.5 hours Monday - Thursday
7 hours Friday

Responsible to: SENCO

Purpose of the Job:

To support the education, supervision and care for students in school, assisting with the promotion of the highest levels of achievement by providing high quality Learning Support to those students identified as being in need.

Teaching Assistants are expected to meet the Teaching Assistant Standards.

Key objectives:

- To assist the teacher in the raising of attainment by ensuring that all learners have equal opportunity to achieve their full potential
- To provide care and support for all learners to ensure their safety and wellbeing
- To foster enjoyment, enthusiasm and independence in learning
- To contribute to the development of confident, caring learners who show a sense of responsibility and pride in themselves and the school
- To assist in the provision of a welcoming, stimulating environment
- To help to plan and co-construct, where appropriate, Learning Expeditions
- To be a crew leader and support learners through our pastoral systems
- To assist in the smooth running of the school

Supporting the learner:

- To help with planning, delivering and implementation of work programmes to individuals, groups and classes of learners under the direction and supervision of the teacher, enabling them to achieve maximum access and participation in the curriculum and Learning Expeditions
- To establish constructive working relationships with learners, setting high expectations and acting as a positive role model
- To provide learning support for learners, to help them learn effectively as individuals, in groups or whole class situations
- To promote the inclusion and acceptance of all learners within the classroom
- To encourage learners to interact and work cooperatively with others

- To promote independence, confidence and self esteem
- To provide feedback to learners in relation to progress and achievement

Supporting the curriculum and learning expeditions:

- To deliver learning activities to learners within an agreed system of supervision in specialist areas
- To liaise with other personnel and take responsibility for maintenance/quality/safety of specialist equipment

Supporting the teacher:

- To work under the direction of the teacher and to be involved in the planning, monitoring and evaluation of pupil learning
- To supervise groups and classes for short periods of time to cover for PPA or due to short term absence of the teacher
- To share responsibility with the teacher for the delivery of relevant initiatives within the assigned class
- To assist, with the class teacher (and other professionals as appropriate), in the development of suitable programmes of support (IEPs)
- To contribute to the maintenance of learners' progress records
- To participate in the evaluation of the support programme
- To provide regular feedback about the learners to the teacher
- To assist in maximising the use of technology in the learning process under the direction of the class teacher

Other responsibilities:

- Provide clerical / administrative support as required e.g. photocopying, typing, filing, collecting money etc.
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meeting and participate in training and other professional development activities
- Accompany other staff and students on visits, trips and out of school activities as required
- Assist with the supervision of students out of lesson times

Additional Information:

- These duties are neither exclusive nor exhaustive and you may be required to undertake other duties and responsibilities, without changing the general nature of the role, in order to meet the needs of the school.
- The role is subject to Pay and Conditions and to other locally agreed conditions of employment.
- Duties must be carried out in compliance with XP Trust's Equal Opportunities and Health and Safety at Work Act (1996) requirements.

The post holder must always comply with the XP Trust Staff Code of Conduct which includes the expectation to **read, understand and gain clarity around the professional documentation** within the XP Trust Staff User Guide and Staff Handbook Policies