**NEW MILLS SCHOOL**

**Job Description**

**Post:** Teaching and Learning Assistant (Maths)

**Post Ref:** Maths LSA

**Grade:** 7

**Line Manager:** Assistant SENDCO / SENDCO

**Liaison with:** Teaching Staff, Teaching Assistants, Professional Staff Involved in the Education of Children, Parents

**Purpose of the Post:** To carry out duties and responsibilities within the guidelines of the Derbyshire County Council agreed framework for Teaching Assistants and the Education Act 2002, with regard to the regulations made under Section 133 and the statutory responsibilities of the Governing Bodies of schools.

**DUTIES AND RESPONSIBILITIES:**

**Knowledge and understanding**

Working under the direct supervision of the class teacher or Team Leader, TLAs are expected to:

* Share responsibility for ensuring that their own knowledge and understanding is relevant and up to date by:
  + Reflecting on their own practice
  + Liaising with school leaders
  + Identifying and undergoing relevant professional development to improve personal effectiveness.
* Take opportunities to acquire the appropriate skills, qualifications, and/or experience required for the teaching assistant role, with support from the school/employer.
* Demonstrate expertise and skills in understanding the needs of all students (including specialist expertise as appropriate) and know how to contribute effectively to the adaptation and delivery of support to meet individual needs.
* Demonstrate a level of subject and curriculum knowledge relevant to their role and apply this effectively in supporting teachers and students.
* Understand their roles and responsibilities within the classroom and whole school context recognising that these may extend beyond a direct support role.
* In addition to the expectations of a Learning Support Assistant (LSA), TLAs should be expected to demonstrate day-to-day leadership for the LSAs.

**Teaching and learning**

Working under the direct supervision of the class teacher or Team Leader, TLAs are expected to:

* Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all students including, where appropriate, those with special educational needs and disabilities. For example:
  + Helping students to stay on task during learning activities
  + Helping students to understand instructions
  + Supporting students in class groups implementing work set by the teacher
  + Supporting the teacher in the planning and resourcing of activities.
  + Supporting the use of ICT in the classroom.
  + Promoting independent learning
* Promote, support and facilitate inclusion by encouraging participation of all students in learning and extracurricular activities. For example, by escorting students on visits under guidance and overall supervision of class teachers or group leaders.
* Use effective behaviour management strategies consistently in line with the school’s policy and procedures.
* Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of student performance and progress as appropriate to the level of the role, for example, by specific assessments or observation in lessons/interventions, and as directed by the Ass SENDCO or SENDCO.
* Communicate effectively and sensitively with students to adapt to their needs and support their learning.
* Maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources.
* Use your knowledge and understanding to collaborate and/or deliver small group or 1:1 interventions as instructed by the Ass SENDCO or SENDCO.

**Working with others**

TLAs are expected to:

* Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them.
* With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the students they work with.
* Understand their responsibility to share knowledge to inform planning and decision making.
* Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
* Professionally communicate their knowledge and understanding of students to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.

**GENERAL RESPONSIBILITIES**

**Personal and professional conduct**

TLAs should uphold public trust in the education profession by:

* Having proper and professional regard for the ethos, policies and practices of the school in which they work as professional members of staff.
* Demonstrating positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
* Having regard for the need to safeguard students’ well-being by following relevant statutory guidance along with school policies and practice
* Promoting social and emotional development of the students alongside other team members
* Upholding values consistent with those required from teachers by respecting individual differences and cultural diversity.
* Committing to improve their own practice through self-evaluation and awareness, and participating in the School's performance management scheme.

**School duties and meetings**

* To be a trained first aider.
* To perform duties and attend meetings as reasonably required.
* To carry out such particular duties as the Headteacher may reasonably direct from time to time.

**Note:** This job description will be subject of a review as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.

Post holder’s signature:

Post holder’s name:

Date: