



Learning Support Teaching Assistant Job Description

Post Title:	Learning Support Teaching Assistant (maternity cover)
Working Pattern:	The working hours will be 25 hours per week, time-time only. The post holder is entitled to a 30 minute unpaid lunch break on any day that they work for more than 6 hours. Overtime, as agreed in advance with the School will be paid at normal rate or may be taken as time in lieu as agreed with the Bursar.
Location:	Orley Farm School and other sites as required for the execution of duties.
Responsible to:	SENCo
Post Objective:	To maintain a safe environment and to focus on the provision of supplementary teaching to pupils who require additional support. To work with pupils in groups or one-to-one, either in the classroom or in a learning support room.
Other Considerations:	You will be expected to observe and ensure safe working practices in carrying out the required duties and ensure that instructions are adhered to.

The Learning Support Teaching Assistant shall fulfil the following:

- Work with pupils, the class teacher, family, Learning Support team.
- Be involved in planning for the needs of the pupil.
- Gather curriculum materials for modifications in advance of lessons and make and prepare resources where necessary.
- Encourage pupil's development of independent learning skills.
- Contribute to review meetings, including annual reviews and attend when necessary.
- Contribute to the monitoring and evaluation of the support given.
- Work closely with the teaching and support staff in the pastoral work of the school.

- Contribute to the home/school links according to the school policy.
- Maintain the discipline and standards of the school.
- Communicate effectively with pupils, colleagues and parents.
- Be aware of current school policies and ensure their implementation.
- Supervise break and lunch times as required.
- Complete administrative tasks for SENCo and other staff as required.
- Plan with other members of staff where appropriate.
- Carry out any additional reasonable requirement of the Head, Head of Section or SENCo.
- Attend and support Sectional events, within school and out of school hours.
- Attend in service training and professional development courses when appropriate.
- Share in safeguarding of the health and safety of pupils on the school premises and when engaged in school activities.
- Carry out any other additional reasonable request from the Head of Pre-Prep and/or SENCo.

Person Specification – Teaching will require the following characteristics:

- NVQ Level 2/3 (desirable).
- Experience supporting children with additional needs.
- Highly conscientious and committed to the highest standards of professional service.
- Ability to relate well to children and adults.
- Have good numeracy and literacy skills and confident use of ICT communication skills.
- Show initiative and imagination in solving problems.
- Creative, friendly, patient, calm, caring and adaptable, sense of humour.
- Excellent verbal and written communication.
- Willingness to undertake training when required.
- Experience of working as part of a team.
- Exhibit high moral standards in dealing with confidential and sensitive issues.
- Understand relevant policies/codes of practice and awareness of relevant legislation.
- Willing to engage in ongoing professional development.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's child protection officer or to the Head (if different).

This Job Description is subject to review in line with appraisal.