



## Trinity Academy Newcastle Multi Academy Trust Job Description

**Post Title:** Teaching and Learning Support Practitioner – Level 4

**Evaluation:** AA3858 **Grade:** N5

**Points:** 460

**Responsible to:** Executive Head Teacher and Lead for Teaching and Learning Support

**Responsible for:** N/a

**Job Purpose:** To support teaching, learning and achievement, both in school and out in the community, assisting others in the delivery of learning and delivering tailored intervention to individuals and small groups, including where required supervising whole classes (cover supervision). All activity to be planned and delivered under the general guidance of teaching/senior staff.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

### (a) General

- 1 Supporting a teacher/senior staff member in the general management of the classroom.
- 2 To undertake activities, as directed by a teacher/senior staff member, with individuals or groups of pupils, including, where required, whole classes.
- 3 Manage pupil behaviour and deal promptly with conflict, behavioural matters and incidents in the community and within the school environment in line with established school policy and procedures.
- 4 To provide clerical and administrative assistance to learning support, e.g. general admin and clerical duties, data input, administering coursework and preparing work sheets, completing behavioural management records etc.
- 5 To supervise groups of pupils alone and participating in general activities, including giving sensitive support and assistance, as required.
- 6 Where appropriate, to work with and support pupils in community venues or at home (in accordance with relevant health and safety policies and procedures).



- 7 To liaise sensitively and effectively with other professionals and parents/carers.
- 8 To use ICT effectively to support learning activities and develop pupils' competence and independence in its use.

**(b) Learning delivery/support**

- 8 To lead and deliver individual, group work and other agreed learning/programmes for pupils, including those which involve less routine/more complex activities, within general guidance laid down by class teachers/senior staff.
- 9 To assist class teachers/senior staff in selecting and preparing resources, curriculum planning and the planning of learning activities.
- 10 To assist in the assessment of individual and combined group work activities and other agreed learning/programmes for pupils; providing feedback to class teachers/senior staff.
- 11 To support the class teacher/senior staff in overseeing group work activities and other agreed learning/programmes for pupils undertaken by any support staff allocated.
- 12 Contributing to the delivery of all aspects of the curriculum for pupils, including assessment, recording and reporting procedures and the maintenance of any individual pupil plans, including the preparation of reports and reviews under the guidance of a designated teacher/senior staff member.
- 13 Giving relevant feedback to the teacher/senior staff member regarding the social, emotional and physical needs of pupils thus offering the teacher support in their assessment. To provide feedback to pupils in relation to progress and achievement.
- 14 Contributing to monitoring and evaluating the learning environment provided for the pupils in his/her care and using this evaluation to help make necessary adaptations as required.
- 15 To support pupils by responding to their individual needs and promote the inclusion and acceptance of all pupils.
- 16 Taking an active role in liaising with external agencies and preparing reports for and contributing to reviews.

**(c) Organisation**

- 17 To be responsible for the organisation, , setting out, clearing away and care of resources to create a purposeful and attractive learning environment.



18 To demonstrate creativity in assisting with the practical Resourcing of the learning environment.

19 Preparing pupils' work for display.

**(d) Specialist Skills**

20 To develop and use specialist skills and knowledge appropriate to the individual needs of pupils as required by the school (e.g. ASD, mental health, ADHD, literacy/numeracy intervention etc.).

21 To provide support inside and outside the classroom for pupils with special educational needs.

22 To work alongside other professionals and specialist staff to deliver agreed programmes of intervention and support.

23 Meeting the intimate care need of pupils.

24 Accompanying pupils on excursions and other extra-curricular activities, including independence skills training programmes.

**(e) School support**

25 To follow the school policy documents and schemes of work and keep updated with school and National Curriculum documentation.

26 Under the supervision of designated senior staff, to invigilate internal and external examinations, administer, assess and mark tests.

27 To attend and participate in regular meetings and participate in training and other learning activities, as required.

**(f) Welfare and other duties**

28 Assisting in the supervision of pupils particularly at break periods and the beginning and end of sessions.

29 Providing general care and welfare by responding appropriately to the social, emotional and physical needs of pupils. This will include responding to the needs of sick, injured or distressed pupils, taking sick pupils home and investigating reasons for absence.

30 Administer medication to pupils in accordance with the school's policy and procedures (only where the post-holder, in accordance with the LA guidance, has agreed to be the named volunteer for this task).



- 31 To assist in the training and development of staff as appropriate.
- 32 To promote and implement the school's Equality Policy in all aspects of employment and service delivery.
- 33 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures.
- 34 The postholder will have responsibility for promoting and safeguarding the welfare of the children and young people s/he is responsible for, or comes into contact with.

As an employee of Trinity Academy Newcastle Multi Academy Trust, you may be required to work at any organisation within the Trust.