

## **JOB DESCRIPTION**

**Post title:** Teaching Assistant / Learning Mentor

**Grade/salary:** Grade 3

**Reports to:** AP PDBW / SENDCo

**Position:** 37 hours per week, Term Time only

## **PURPOSE OF THE POST**

To carry out a range of learning development, student welfare and administrative tasks to support students and teaching staff in the following key areas:

- Literacy and numeracy support
- Student support within classes and examination support
- Assessment and recording of student progress
- Pastoral / wellbeing support and mentoring

## **MAIN DUTIES AND RESPONSIBILITIES**

- To serve as a full and active member of the Teaching Assistant and pastoral team under the direction of the AP PDBW and SENCo, specifically to work within the team to devise common strategies and to standardise procedures as far as possible
- To support assigned students in lessons and in tutor time as required under the direction of the AP PDBW and SENCo
- To establish a supportive relationship with assigned children and their parents and to promote and reinforce the child's self-esteem whilst promoting independent learning
- To develop strategies to be deployed for the benefit of identified students and to work with teaching staff to plan and deliver intervention programmes for individuals and groups of students.
- To deliver regular support to students through formal pastoral mentoring sessions.
- To monitor the impact on student progress of intervention strategies used and to identify ways of developing the programme. To keep relevant teaching staff, the AP PDBW and SENCo and fully informed of any issues.
- To attend meetings, conferences and courses to gather and share information essential for the efficient operation of student wellbeing support and of literacy and numeracy development within the school
- To be aware of confidential issues linked to pupils, their homes, teachers and school work and to keep confidences as appropriate.
- To assist the AP PDBW and SENCo with the development of learning and pastoral support in the school by advising managers of any improvements that are necessary, by attending team meetings as required, by implementing agreed policies and procedures and by undertaking relevant training, skill development and review.

## PERSON SPECIFICATION

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

| Category  | Essential | Desirable | Evidence  |
|---|-----------|-----------|---|
| <b>Qualifications</b>   |           |           |   |
| NVQ 2 for Teaching Assistants or equivalent qualifications or experience  | ✓         |           | Application form  |
| Good numerical and literacy skills to GCSE standard or equivalent   | ✓         |           |   |
| <b>Experience, knowledge and understanding</b>  |           |           |   |
| Working with or caring for children of a relevant age   | ✓         |           | Application form / Interview / Portfolio of work / References |
| An understanding of specific learning difficulties and or physical impairments.   | ✓         |           |   |
| Ability to work successfully with pupils who have special educational needs, including those who have behaviour support needs   | ✓         |           |   |
| Training in the relevant learning strategies e.g. literacy.   |           | ✓         |   |
| <b>Personal attributes and qualities</b>  |           |           |   |
| Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these   | ✓         |           | Interview   |
| Ability to relate well to children and adults   | ✓         |           |   |
| Display commitment to protection and safeguarding of children and young people  | ✓         |           |   |
| Respectful and fair   | ✓         |           |   |
| <b>Other</b>  |           |           |   |
| The post holder will be subject to an enhanced Disclosure & Barring Service check   | ✓         |           | Pre-employment checks   |
| The post holder will be required to hold appropriate membership of a professional body  | ✓         |           |   |
| Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational Health provider can ascertain their medical fitness for the post | ✓         |           |   |
|   | ✓         |           |   |