



John Betts Primary School
Paddenswick Road, London, W6 0UA
Tel: 0208 748 2465

Job Description: Teaching/Learning Support Assistant

Reports to: Head of Inclusion
Start date: ASAP
Salary: Scale 2/3
Hours: TBC, term time only (38/39 weeks)

The Role

To support pupils, parents, teachers, and the school to establish a supportive and nurturing learning environment in which children make rapid academic progress and form habits of excellence.

Key Responsibilities

- Provide support for learning and playtimes
- Promote independent learning by encouraging children to take responsibility for their own learning and promoting development of self-esteem
- Delivering interventions and programs for groups and individual children where appropriate and as advised by the staff team or external agencies
- Where necessary provide individual support for the pupil with special educational needs in learning and at playtimes whilst promoting independent learning
- In liaison with the class teacher and Head of inclusion, implementing tasks and programs to achieve the outcomes on the pupils' EHCP and SEN Support plan.
- Feeding back to the teacher/Head of inclusion on progress made for all pupils.
- Liaise with the Head of Inclusion and external agencies

Main duties

Teaching/Learning Support

Learning Support

- Be involved in planning and preparation of day to day activities
- Assist with whole class teaching
- Observe, record and feedback information of pupil performance
- Plan and undertake direction for group, one to one teaching and intervention and maintain records
- Work with teachers to assess the needs of individual children
- Assist with behaviour management within and outside the classroom.
- Assist in creating materials for curriculum delivery and display boards
- Develop or modify resources used in class for pupils to ensure pupils can access learning
- Promote inclusion and acceptance of all children in the school, including those with physical,

learning and behaviour difficulties

- Work with the Head of inclusion and other teachers to implement SEN Support Plans and develop resources for children who have: English as a second language, speech or language impairments, or behaviours that interfere with learning and/or relationships

Other support

- Supervise children in playgrounds, hall at lunchtime etc.
- Liaise with outside agencies and implement programs, e.g., speech/language therapy, occupational therapy, physical therapy
- Maintain pupil and family confidentiality
- Attend regular meetings and training, as required
- Request to order resources to aid children learning where necessary.
- Run extra-curricular activities and participate in trips and visits.

Other

- Undertake other various responsibilities as directed by the Headteacher and Head of Inclusion.

Person Specification: Teaching/Learning Support Assistant

E=Essential D=Desirable

Qualification Criteria

- Maths and English GCSE or equivalent at grade C or above (E)
- Right to work in UK. (E)
- Qualified to degree level or equivalent (D)

Behaviours

Personal characteristics

- Genuine passion and a belief in the potential of every pupil (E)
- Helpful, positive, calm and caring nature (E)
- Able to establish good working relationships with all other staff(E)
- Able to follow instructions accurately but make good judgments and lead when required. (E)

Specific skills

- Good communication skills, including written and oral(E)
- Good numeracy and literacy skills(E)
- Competent with computers and other technology
- Good administrative and organisational skills(E)
- Able to lead intervention sessions for pupils after receiving comprehensive training(E)
- Able to understand and implement particular strategies and methods to help pupils to improve their learning and enjoyment of learning(E)
- Able to help implement the necessary routines and patterns to establish good behaviour management within the school(E)
- Able to deal with minor incidents, first aid, and the personal health and hygiene of the pupils
- Understand the importance of confidentiality and discretion. (E)

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils (E)
- Willingness to undertake training(E)
- An interest in music and the ability to play an instrument (D)
- An interest in sporting activity.(D)

This post is subject to an enhanced DBS disclosure.