



# Jordans School

## Teaching Assistant / Learning Support Job Description

**Responsible to:** Head Teacher (SENDCo)

**Purpose:**

At Jordans School all staff share a collective responsibility for the learning and welfare of all children. We encourage a team approach where all colleagues are supportive of each other and work together to foster the school's aims and ethos. The Teaching Assistant (TA) role provides support for children to access and enjoy all areas of school life, including the social and academic. They consider the whole child, taking account of wellbeing and physical needs to enable them to progress and become curious and independent learners. Teaching assistants are a positive and inspiring role model for the children of the school adhering to all school policies.

**Duties:**

TAs aid learning by acting as additional support during class activities or by working with specific groups of pupils or supporting on a 1:1 basis for a child with Special Educational Needs. The TA and teacher work together to ensure that their time and energy is best spent in a way that optimises learning for the child / class.

Your role will require you to:

- Give care and understanding of each child's needs, helping them to have a sense of belonging.
- Have kindness and inclusion at the heart of all decisions.
- Maintain high standards of positive and fair behaviour management, in line with the school behaviour expectations of: Safe – Respect – Ready.  
Our behaviour policy is different to other schools, please read to gain an overview of our school approaches. Jordans School Behaviour Policy: [Behaviour Policy](#)
- Safeguard the welfare and health and safety of the children when in school and when participating in off-site activities in accordance with the school's Child Protection Policy and 'Keeping Children Safe in Education'.
- Adhere to the school Code of Conduct, including a high level of professionalism and confidentiality.
- Take reasonable care of your own and other people's health and safety.
- Work as a member of the learning support team, including attending SEN meetings, relevant whole school professional development and appropriate training courses.
- Undertake break time and lunchtime supervision duties under the direction of the Headteacher.

- Support children during lesson inputs by clarifying explanations, encouraging full participation and providing resources for the children to use e.g. Maths equipment, a copy of the text.
- Use learning vocabulary as demonstrated by the class teacher.
- Support children during lesson activity times by clarifying explanations, creating /providing / adapting or directing children towards extra resources e.g. number lines, phonics mats.
- After discussion with the class teacher, make or adapt resources to meet the child's needs, enabling success within the learning session.
- Lead differentiated activities and help children to work towards achieving their targets. Use the success criteria to help children progress in their learning.
- Provide feedback to the children on their progress, using growth mindset and metacognition language and using the success criteria to suggest the next steps in learning.
- Feedback to the teacher on an individual's/group's progress.
- To be familiar with the weekly planning documents for the class, communicate with the teacher to understand learning outcomes and success criteria.
- Support pupils who have physical, sensory, language or behavioural needs at the direction of the SENDCo.
- To be familiar with a child's SEN Support Plan and the relevant outcomes that are being targeted and then work towards the outcomes stated.
- Assist the SENDCo and class teachers in initiating, monitoring, maintaining and reviewing records of individual pupil's progress.
- In conjunction with the class teacher and SENDCo you may be expected to attend professional meetings with outside agencies or parents.
- To help prepare the classroom for lessons and keep it in good order.
- To help build a child's confidence and self-esteem by developing positive relationships with them ensuring that they can experience success in the activities they are doing.
- To model and encourage an appropriate professional manner, demonstrating high levels of respect and courtesy.
- Take responsibility for your own professional development, including setting and working towards annual appraisal objectives.
- To be a positive and supportive member of the school staff team.

You may also be required to:

- Accompany a class on an external educational visit.
- Brief and support new staff, including teachers, on the stage of development of children.
- Undertake brief, periodic whole class supervision in the temporary, short term absence of the class teacher.
- Use your First Aid training to provide First Aid support throughout the school day.

As part of the school appraisal programme, this job description will be subject to regular review and the School reserves the right to amend or add to the duties listed.