

# THE NEW GUILD TRUST

## Job Description

**Job Title:** Teaching and Learning Assistant (Schools Generic)  
**Directorate:** Children and Family Services  
**Grade** Level 4 (Gauge Ref: N416)

## Job Purpose

**To provide classroom cover of up to 3 days during any short-term absence.**

To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum, age range or additional needs.

## Key Duties / Responsibilities

1. Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils
2. Assess, record and report on development, progress and attainment as agreed with the teacher
3. Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher
4. Plan and evaluate specialist learning activities with the teacher, writing reports and records as required
5. Select and adapt appropriate resources/methods to facilitate agreed learning activities
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
7. Teaching Assistants in this role are expected to undertake at least one of the following:
8. Provide specialist support to pupils with special educational needs, for example, learning behavioural, communication, social, sensory or physical difficulties
9. Provide specialist support to pupils where English is not their first language
10. Provide specialist support to gifted and talented pupils
11. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).
12. Establish and maintain relationships with families, carers and other adults, e.g. speech therapists
13. Provide short term cover supervision of classes
14. Be responsible for the preparation, maintenance and control of stocks of materials and resources
15. Invigilate exams and tests
16. Escort and supervise pupils on educational and out of school activities
17. Guide and support pupils in their personal, emotional and social development
18. Prepare and present displays
19. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas
20. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
21. To assist the SENCO and be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews
22. Work with pupils not working to the normal timetable.

# Person Specification

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**Minimum Essential Requirements -** Evidenced by: **a:** application form **b:** test **c:** interview

|  | <b>a</b> | <b>b</b> | <b>c</b> |
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| Meeting the national occupational standards (NOS) in Supporting Teaching and Learning level 3.           |          |          | ✓        |
| Knowledge and compliance with policies and procedures relevant to child protection and health and safety |          |          | ✓        |
| An ability to fulfil all spoken aspects of the role with confidence through the medium of English        |          |          | ✓        |
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