

WESTON JUNIOR ACADEMY

JOB DESCRIPTION



Position: Teaching and Learning Support Assistant - (TLSA)

Date:	25/10/2018
Grade:	Level 3
Salary:	£15,613 – £16,491 PA - Pro Rata
Location:	Weston Junior Academy
Contract Type:	Temporary (Cover for Maternity Leave)
Contract Term:	Support Staff - Part Time
Hours/Work	25hrs per week, Mon – Fri (8.45am – 15.00pm)
	Maternity Cover to Start from 23rd November 2018

Job Purpose:

The St Bart's Multi-Academy Trust, in partnership with Governors, staff and children at Weston Junior Academy, are seeking to appoint a Teaching and Learning Support Assistant to support class teachers as part of a professional team to drive forward standards in teaching and learning across KS2.

Key Duties / Responsibilities:

Key Duties -

1. Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
2. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
3. Support the teacher in monitoring, assessing and recording pupil progress/activities
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
5. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
7. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
8. Understand and support independent learning and inclusion of all pupils as required.
9. Work with individual pupils with special educational needs
10. Work with pupils for whom English is not their first language
11. Assist in the development of individual development plans for pupils (such as Individual educational plans)
12. Support the work of volunteers and other teaching assistants in the classroom
13. Support the use of ICT in the curriculum
14. Invigilate exams and tests
15. Assist in escorting and supervising pupils on educational visits and out of school activities
16. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
17. Support pupils in developing and implementing their own personal and social development
18. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
19. Monitor and manage stock and supplies for the classroom.

We offer:

- Enthusiastic, happy children who are eager to learn.
- The chance to work with staff who are friendly, skilled, willing to learn and love their jobs
- Outstanding CPD opportunities
- A supportive professional environment to work in.
- The opportunity to work amongst a pro-active team.

Closing date:

Closing date for applications is Friday 16th November 2018.

Interviews:

Interviews will take place week beginning 19th November 2018

Weston Junior Academy is an equal opportunities employer. We welcome applications from all members of the community, regardless of gender, age, marital status, disability, ethnicity, religion, belief or sexual orientation.

Weston Junior Academy is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. This post is exempt under the 'Rehabilitation of Young Offenders Act 1974' and the successful applicant will be subject to an enhanced check by the Disclosure and Barring Service (DBS).

Visits to the school are encouraged.

Application packs are available from the school office.

Please contact **Mrs J Lawton – 01782 312112**

Contact Details:

Applications to be returned to:

Mrs J Lawton – School Office
Weston Junior Academy
Princess Drive
Stoke –on-Trent
Staffordshire
ST3 6NG

Telephone: 01782 312112

Email: office@wcjuniors.co.uk

Web: www.westonfederation.co.uk