

ROLE TITLE	Early Years/ Key Stage 1 Teaching and Learning Assistant (level 3 or above)
SALARY	£21,587.28 Actual annual salary (full school year) and pro rata
SCHOOL	The Belvedere Preparatory School
MINIMUM QUALIFICATION REQUIRED	GCSE (or equivalent) qualification in English & Maths (Grade C/ Grade 4 or above)
START DATE	January or as soon as possible

MAIN PURPOSE OF THE ROLE

As an Early Years/Key Stage 1 Teaching and Learning Support Assistant, your role is crucial in facilitating effective learning experiences for pupils under the guidance of teachers. You are responsible for implementing planned learning activities and adjusting them based on pupils' responses to ensure optimal learning outcomes. Collaborating with teachers in planning, evaluating, and providing feedback on pupil progress is essential for student development.

In addition to supporting learning by arranging resources and providing feedback to pupils, you play a key role in understanding and assisting pupils with Special Educational Needs and Disabilities (SEND), including those who are more able. It is important to contribute to personalised plans and work closely with staff and professionals to support intervention programmes throughout the school.

Moreover, adhering to school policies and procedures, supporting volunteers and other Learning Support staff, engaging in playground duties, and participating in school events are all integral parts of your role. Your commitment to contributing to school life both during and outside of school hours demonstrates your dedication to the holistic development of pupils and the school community.

CORE RESPONSIBILITIES AND TASKS

Support for Pupils:

Assist in effective learning by working with individuals or groups of pupils:

- Clarifying and explaining instructions
- Ensuring pupils can use provided equipment and materials
- Motivating and encouraging pupils as needed
- Collaborating with class teachers and coordinators for inclusive education
- Creating suitable resources and planning activities to support pupils
- Promote the acceptance and inclusion of pupils with special needs, challenging behaviour, and English as an additional language.



- Provide classroom and targeted support to help pupils achieve set goals.
- Help pupils build confidence.
- Actively promote pupils' independence.
- Supervise pupils during trips and out-of-school activities per your contract.

Support for Teachers:

- Prepare materials and equipment for pupils.
- Assist class teachers in implementing programs to help pupils reach learning objectives.
- Contribute to evaluating support programs.
- Assess pupils individually under the guidance of class teacher.
- Provide care and comfort to pupils during challenging times.
- Maintain an organised learning environment according to lesson plans and assist in displaying pupils' work.

Support for the School:

- Uphold the school's procedures and policies, including Safeguarding and Health and Safety.
- Adhere to The Belvedere Preparatory School's equal opportunities policy.
- Handle confidentiality issues regarding home, pupil, teacher, and school matters appropriately.
- Establish relationships and collaborate with external agencies/professionals to support student progress.
- Offer pastoral support to pupils when necessary.
- Attend necessary in-service training.
- Monitor pupils during break and lunchtimes, including playground duty and lunch clubs.
- Assist with daily school routines.
- Perform any other tasks assigned by the Headteacher or Class Teacher that align with the post's responsibilities.

ADDITIONAL INFORMATION

This role includes basic support tasks. However, it also provides the scope for self-directed practitioner support i.e. without the same degree of supervision as a Teaching Assistant (depending upon qualifications and status).

The candidate must show a willingness to undertake any training necessary to be able to fulfil and progress the role of a Teaching and Learning Support member of staff.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework with examples of the nature of duties that may be expected within this role.

HOURS OF EMPLOYMENT:

Monday – Friday (08:15 – 17:30) + 4 INSET days + 15 holiday club days.