



### Teaching Assistant / Learning Support Assistant Job Description

<b>Post title:</b>	<b>Teaching Assistant / Learning Support Assistant</b>
<b>School:</b>	<b>The New School, 149 Central Hill, Norwood, SE19 1RT</b>
<b>Responsible to:</b>	<b>The Co-Headteachers</b>
<b>Hours of work:</b>	<b>4 days per week Mon - Thu 8.30 am - 3.30 pm (incl 0.5hrs paid break)</b>
<b>Salary:</b>	<b>£21,000 pro-rata</b>

The New School is an innovative non-fee-paying private school that opened in September 2020. We focus on building young people's sense of agency, their skills of self-direction, and their voice within a sociocratic structure. We are looking to appoint a committed and enthusiastic combined TA / LSA who will support individual children or multi-age groups Year 5 – Year 7, some of which with SEMH needs.

We are an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit and stand strong against discrimination and harassment of any kind including such based-on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by the equality act 2010.

#### Responsibilities

##### **The main purpose of the role:**

- Model respectful communication and exceptional interpersonal skills.
- Use your good understanding of how children learn to support their learning.

- Be flexible and able to adapt to the needs of the children.
- Lead interventions for individual children in literacy and numeracy to enable them to access learning during lessons or self-directed time.
- Support individual children's emotional wellbeing by following our community accountability protocols and individual agreed strategies.
- Support learning in small groups of children.
- Liaise closely with the Class teachers, the Co-headteachers and the pastoral team and enact our Community accountability policy (Behaviour policy).

### **Teaching and learning**

- Under the instruction of the Co-headteachers and the Class teacher support in the classroom, individual children or small groups to access learning.
- Adopt relevant strategies agreed with the Class teacher to support the work of young people, where appropriate, those with special educational needs and disabilities (SEND).
- Actively support and facilitate the involvement of all children in learning and activities, liaise with the Class teacher and the pastoral team about strategies to support young people's participation.
- Help the teacher to organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.
- Supervise a class if the teacher is temporarily unavailable.
- Support with any other relevant duties agreed upon with the Co-headteacher.
- Read and understand lesson plans shared prior to teaching sessions, if available and prepare the classroom as agreed with the Class teacher.

### **Community accountability**

- Read and understand the school's Community accountability and Anti-bullying policy.
- Support young people through our behaviour protocols and find efficient ways to build relevant relationships to communicate with young people.
- Support individual children through their challenging behaviour or the ones challenged by someone else's behaviour, liaise with the pastoral team and the Class teacher and follow protocols outlined in our community accountability policy.
- Support a respectful, calm classroom environment without the use of behaviour modification tools and charts (traffic lights, 123 system, cloud/sun) even those deemed 'positive' e.g. gold stars, stickers, certificates, star of the week etc.
- Model respectful communication and behaviour using principles of restorative justice for resolving conflict, support restorative circles.

- Support the growing autonomy and agency of young people with a strong awareness of appropriate expectations for each developmental age and stage.
- Maintain personal boundaries by adherence to the advice given to staff through training, feedback groups, the staff handbook and elsewhere.
- Align all parent communications with the class teacher and the Co-headteacher before communicating with families.

### **Professional duties and responsibilities**

- Support the ethos and principles of the school; be an ambassador for The New School.
- Work with others to coordinate teaching and learning.
- Take part in relevant team and circle meetings.
- Undertake additional roles as agreed upon and described within school policies.
- Be proactive and take responsibility for matters relating to health and safety.
- Take responsibility for safeguarding the welfare of all young people.
- Be familiar with and act in accordance with all school policies and procedures.

The above list may not be exhaustive and other responsibilities may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.