



Trinity Academy Newcastle Multi Academy Trust Job Description

Post Title: Teaching and Learning Support Senior Practitioner

Evaluation: AA3879 **Grade:** N6

Points: 499

Responsible to: Lead for Teaching and Learning Support

Responsible for: N/a

Job Purpose: To support and assist teachers and other senior staff as part of a professional team to contribute to raising standards of pupils' achievement and to undertake a range of teaching and learning activities under the professional general guidance of a qualified teacher or senior staff member, in line with the school's policies and procedures. Supervise allocated teaching and learning support staff.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

(a) Learning delivery/support

1. To plan, prepare and deliver lessons and other learning activities to whole classes, groups of pupils and individual pupils under the general guidance of a qualified teacher.
2. To be aware of national frameworks, typical curricula and teaching methods and expectations in the relevant key stages or phases relevant to the nature of pupils with identified learning and development difficulties. To make effective use of other learning activities to support the development of pupils' knowledge, skill and understanding.
3. In line with the school's policies and procedures, use behaviour management strategies which contribute to a purposeful learning environment.



4. To use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
5. To maintain and analyse records of pupil progress. To engage and support parents in pupils' learning and contribute to / lead meetings with parents. To provide constructive feedback on pupil progress and achievement.
6. To support teachers and senior staff in evaluating pupils' progress through a range of monitoring and assessment activities.
7. To provide feedback to pupils and colleagues on pupils' learning and behaviour.
8. To communicate effectively and sensitively with pupils to support their learning.
9. To plan challenging teaching/learning objectives and deliver learning activities to pupils, making adjustments according to pupil responses/needs, as appropriate.
10. Apply detailed knowledge and specialist skills to assess the needs of pupils as well as develop and/or contribute to individual learning plans.
11. To organise and manage safely the physical teaching space and resources for which the postholder is responsible. To support others in selecting and preparing teaching resources as appropriate.
12. To provide and contribute to assessment, information and targets to inform professional meetings and annual reviews of SEN Statements/EHCPs.
13. Where appropriate, to work with and support pupils in community venues or at home (in accordance with relevant health and safety policies and procedures).

(b) Other duties

14. Supervise and allocate work to other teaching and learning support staff, and actively participate in their induction and CPD. Contribute to and support, as appropriate, the appraisal of teaching and learning support staff.
15. To develop and use specialist skills and knowledge appropriate to the individual needs of pupils as required by the school (e.g. ASD, mental health, ADHD, literacy/numeracy intervention etc.).
16. To undertake planned supervision of pupils' out of school hours learning activities and supervise pupils on visits and trips.
17. To administer, assess and mark tests, as well as invigilate exams as required.



18. To establish constructive relationships and communicate with parents/carers and other agencies/professionals, to support the achievement and progress of pupils.
19. To provide cover for absent teachers including covering for PPA under an agreed system of supervision.
20. To attend meetings and engage in development activities/training as required by the school.
21. To promote and implement the school's Equality Policy in all aspects of employment and service delivery.
22. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures.
23. The postholder will have responsibility for promoting and safeguarding the welfare of the children and young people s/he is responsible for, or comes into contact with.

As an employee of Trinity Academy Newcastle Multi Academy Trust, you may be required to work at any organisation within the Trust.