



KNIGHTSBRIDGE SCHOOL

Junior School Teaching and Learning Assistant Job Description

Purpose

Teaching and Learning Assistants (TLA) work alongside teachers in the classroom, helping children to get the most out of their learning. TLAs are line managed by the Class/Form Teacher of the class they work with in conjunction with the SMT/SLT and Head of Learning Support. The role should be seen as being the “Right Hand Man” of the teachers and children of the class/es to whom the TLA is attached. Sometimes the TLA may be attached to a designated group of children rather than a class.

Higher Level Teaching and Learning Assistants (HLTLA) are experienced teaching assistants who plan and deliver learning activities under the direction of a teacher and assess, record and report on pupils’ progress.

Responsibilities

1. Teaching and Learning

- a) Under the direction of the Head of Learning Support and Class/Form Teacher, assist in the implementation of Individual Education Plans (IEP) for children and help monitor their progress;
- b) Support ‘target’ all children especially as directed by the class teacher and SENCO. This may include those with Special Educational Needs (SEN), IEPs (individual Education Plans), who are Gifted and Talented (G&T) or who have English as an Additional Language (EAL);
- c) Work with other professionals, such as Speech and Language Therapists (SALT) and Occupational Therapists (OT) as necessary;
- d) Provide support for individual or groups of children inside and outside the classroom to enable them to fully participate in activities;
- e) Listen to children read, read to them or tell stories, as required;
- f) Accompany educational visits: day and, on occasion, residential visits;
- e) Support all abilities of the children in lessons.
- g) Liaise with the class teacher about the planning and preparation of lessons

2. Management of Children and their Behaviour



KNIGHTSBRIDGE SCHOOL

- a) Maintain good order and discipline amongst pupils, safeguarding their health and safety at work and play (e.g. during break-times and lunchtimes);
- b) Support children with emotional or behavioural problems and help develop their social skills;
- c) Assist in the educational and social development of pupils under the direction and guidance of the Head and Class/Form Teacher;
- d) Help transition children between classes, Sport, St Saviours, St Columba's etc.

3. Contribution to School Life

- a) Take a full and active part in the extra curricular life of the school;
- b) Participate fully in assemblies, thereby contributing to the spiritual and moral life of the school;
- c) Fulfil a range of duties and responsibilities outside the classroom, as required, to ensure the smooth day to day running of the school, e.g. Traffic Duty, tidying communal areas; accompanying children to offsite activities and events.

4. Administrative Duties

- a) Ensure the classroom is tidy and conducive to a child's learning;
- b) Assist in Preparing and presenting displays of children's work;
- c) Support Assist Class/Form Teachers in photocopying and other tasks (e.g. copy typing, filing, collating written reports, administering exams, inputting data) in order to support teaching; administration tasks that support teaching such as photocopying, filing, finding resources.
- d) Assist Class/Form Teachers with maintaining records;
- e) Check homework diaries and Reading Records each morning;
- f) Set up equipment and get materials ready for lessons;

5. Professional Requirements, Standards & Quality Assurance

- a) Display enthusiasm, understanding and commitment to ensure the children's experiences are positive and underpin their educational lives;
- b) Attend and contribute purposefully to the life of the school through effective participation in morning briefings, Staff Meetings, departmental meetings, regular staff meetings and through the use of the management systems necessary to coordinate the management of the school;
- c) Attend school events and functions, e.g. Parents' Evenings, as required;
- d) Be proactive in matters relating to health and safety;



KNIGHTSBRIDGE
SCHOOL

- e)d) Behave and dress in an appropriately professional manner and set a good example through personal presentation and personal and professional conduct;
- f) Build effective and professional working relationships with children, staff, parents and visitors;
- g)e) Contribute to the school's Development Plan;
- h) Co-operate closely with colleagues in the delivery of the curriculum;
- i)f) Endeavour to give every child the opportunity to reach their potential and meet high expectations;
- j)g) Have a working knowledge of teacher's professional duties and legal liabilities; current legislation and expected teaching standards.
- k) Have good numeracy and computer skills;
- l) Have good spoken and written communication skills;
 - m) Keep parents appropriately informed about the curriculum;
- n)h) Liaise effectively with parents, Advisors and Directors as necessary; required or directed.
- o)i) Operate at all times within the stated policies and practices of the school;
- p)j) Research and avail oneself of training and development opportunities and regularly attend Continuous Professional Development (CPD) sessions, taking responsibility for their own professional development and duties in relation to school policies and practices;
- q)k) Support the aims, ethos and purpose of the school and ensure the school achieves these effectively;
- r)l) Take part in the school's annual appraisal programme;
- s)m) In addition, carry out other duties as reasonably required by the Head.

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