



## KNIGHTSBRIDGE SCHOOL

### Early Years 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) Support all children 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);
- b) Provide support for individual or groups of children inside and outside the classroom to enable them to fully participate in activities;
- c) Listen to children read, read to them or tell stories, as required;
- d) Accompany educational visits: day and, on occasion, residential visits;
- e) Support all abilities of the children in lessons.
- f) Liaise with the class teacher about the planning and preparation of lessons

##### **2. Management of Children and their Behaviour**

- 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) Help transition children between classes, Sport, St Saviours, St Columba’s etc.



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### **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) Assist Class Teachers in administration tasks that support teaching such as photocopying, filing, finding resources.
- d) Check homework diaries and Reading Records each morning;
- e) Set up equipment and get materials ready for lessons;

### **5. Professional Requirements, Standards & Quality Assurance**

- a) 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;
- b) Attend school events and functions, e.g. Parents' Evenings, as required;
- c) Be proactive in matters relating to health and safety;
- d) Behave and dress in an appropriately professional manner and set a good example through personal presentation and personal and professional conduct;
- e) Contribute to the school's Development Plan;
- f) Endeavour to give every child the opportunity to reach their potential and meet high expectations;
- g) Have a working knowledge of current legislation and expected teaching standards.
- h) Liaise effectively with parents, Advisors and Directors as required or directed.
- i) Operate at all times within the stated policies and practices of the school;



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- 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;
- k) Support the aims, ethos and purpose of the school and ensure the school achieves these effectively;
- l) Take part in the school's annual appraisal programme;
- m) In addition, carry out other duties as reasonably required by the Head.