

The King Fahad Academy, London

Job Description

Job Title	Teaching and Learning Support Assistant
Reporting to	Head teacher, Class Teacher
Liaison with	Teaching staff, other support staff, Headteacher, pupils and parents.
Job Purpose	To work in partnership with class teachers to support learning in line with the IB PYP curriculum, codes of practice and school policies and procedures.
Key Expectations	<ul style="list-style-type: none">• Working with individuals or small groups of children under the direction of teaching/senior staff. This could require subject specialist knowledge.• Implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to pupils' responses as appropriate.• To contribute to the whole school ethos , environment and organisation both practically and as a role model for pupils and colleagues.
Duties	<ul style="list-style-type: none">• Establish positive relationships with pupils.• Support pupils with appropriate activities which support learning in the lesson• Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour• Promote positive pupil behaviour, encourage development of the learner profile, be aware of school policies and the behaviour grid• Interact with, and support pupils, according to individual needs and skills• Promote the inclusion and acceptance of all

	<p>children within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources</p> <ul style="list-style-type: none"> • Monitor and record pupil activities as appropriate, writing records and reports as required • Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher • Support the use of ICT in the classroom and develop pupils' competence and independence in its use • To attend to pupils' personal needs if required • To assist with the preparation, maintenance and control of stocks of materials and resources. • Assist with the development and implementation of WFPs • Liaise with other staff and provide information about pupils as appropriate • To assist with the display and presentation of pupils' work where time permits • To support learning by arranging/providing resources for lessons/activities under the direction of the teacher • To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities • To assist with escorting pupils on educational visits.
General	<ul style="list-style-type: none"> • The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to

	<p>share in this commitment.</p> <ul style="list-style-type: none"> • To understand and apply school policies in relation to health, safety and welfare • Liaise with the PYP coordinator to undertake training • Attend relevant training and take responsibility for own development • Attend relevant school meetings as required • To respect confidentiality at all times • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • To aid the performance of his/her duties, the TLSA should expect to receive copies of appropriate plans in advance and in English • Maintain a log of their work during each week <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out reasonable and appropriate duties within the context of the job, skills and subject area.</p>
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Person Specification	<ul style="list-style-type: none"> • Suitably qualified and experienced – having trained and qualified to work with children of Primary school age, having experienced the provision of in-classroom support for pupils of varying needs and abilities • Able to work with individual pupils or small groups of children under the direction of a member of the teaching staff • Able to implement planned learning activities/teaching programmes as agreed with the teacher • Able to adjust activities according to pupils' responses as appropriate
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	<ul style="list-style-type: none"> • Able to participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour • Able to promote positive pupil behaviour, encouraging the development of the IB Learner Profile • Able to support learning by arranging and providing resources for lessons/activities under the direction of the teacher • Willing to undertake relevant training in line with the needs of the role
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