

# Job Title: Teaching & Learning Assistant (TLA)

**Responsible to:**  Headmaster of the Preparatory School through the Deputy Headmaster

**Receive Instruction From**: Form Teacher/Subject Teacher/SENCO/Deputy Headmaster

**Purpose of Job:**  To assist in supporting individual and small groups of pupils including assisting the Form/Subject teacher in delivering the curriculum (predominantly Mathematics) and delivering appropriate intervention programmes as necessary.

## Background

## Taunton School is over 170 years old. It is an Independent School for over 1100 boys and girls, aged from 0 to 18 years with approximately 350 boarders. The aim of the School is to prepare young people to shape a changing world in the 21st century.

The School is situated on an attractive campus on the edge of Taunton, which it shares with the co-educational Preparatory School, Pre-Prep and Nursery, providing continuity of education for all ages.

Taunton School is an equal opportunities employer and sets out to be caring and reasonable in its approach to all staff; it values its staff and has achieved the Investors in People Gold accreditation.

Taunton School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Job Duties:**

**Supporting Pupils**

To:-

* support pupils in the classroom environment and beyond, especially during break times
* assist pupils (in class/individual/small groups) with their learning across the curriculum
* support pupils in developing their learning and thinking skills and becoming independent, cooperative and collaborative learners
* support pupils’ access to learning through the effective use of ICT
* deliver intervention programmes
* establish a positive relationship with pupils fostering the development of their self-esteem and emotional well-being
* contribute to the management of pupils’ behaviour
* identify any barriers to pupils’ learning and share these with the Form/Subject teacher and Head of Educational Progress
* be prepared to extend own knowledge/experience by taking part in on or off-site INSET as appropriate / suggested (as part of paid time)
* prepare support resources/materials for use in class/intervention programmes

**Supporting the Teacher**

Working in conjunction with the Form/Subject teacher and when necessary, the Head of Department and SENCO, to support the planning, progress, evaluation and development of pupils by:

* work within the overall ethos of the class
* have an awareness of the range of pupils’ needs and respond appropriately (training provided where necessary)
* work according to daily/medium term lesson planning as directed by the Form/Subject teacher
* contribute to record-keeping as agreed by the Form/Subject teacher/Head of Department/ SENCO
* support and implement a range of teaching strategies
* provide feedback to the Form/Subject teacher/ Head of Department/ SENCO on impact of in-class support/strategies and additional intervention
* support teachers in the administration of exams/tests
* contribute to reviews of children’s progress as appropriate
* observe confidentiality

**Supporting the School**

To:-

* liaise and consult with all relevant staff and other professionals
* attend relevant in-service training and support the delivery of relevant TLA staff training
* be aware of school policies and procedures including child protection and safeguarding, health and safety, equal opportunities and whistle blowing
* maintain a strict respect of confidentiality at all times
* be positive about TPS out of school
* undertake any other duties commensurate with the post, as allocated by the Headmaster

What should Teaching & Learning Assistants expect from teachers?

* to be well-briefed as to expected role for each session
* to be given time to feedback (oral/written) re: a specific activity or child
* to be informed of any changes to routine that may affect them e.g. a cover teacher; trips; workshops, pupil absences etc
* to be informed of any information regarding specific pupils e.g. feedback after a meeting with parents, further information obtained about a child from another agency etc
* clear advice regarding record-keeping
* to be treated with respect and as a fellow professional

What should teachers expect from Teaching & Learning Assistants?

* modelling of appropriate behaviour
* a positive and sensitive approach to all children and the understanding of the need for flexibility of approach
* complete confidentiality
* discussion re: concerns/successes only with other members of staff, and especially with the member of staff directly concerned
* clarification of any uncertainties regarding expectations
* informing the Deputy Headmaster/Form or Subject teacher of known absences e.g. courses, medical appointments and following School procedures in cases of illness so that all relevant staff may be notified
* ensuring record-keeping is up to date and liaising with the appropriate member of staff if necessary.

##### **PERSON SPECIFICATION**

The person appointed should be supportive of independent education and demonstrate the following qualities and skills.

He/she will:

* Have a strong interest in supporting children in Mathematics in both Key Stage 2 & 3.
* Plan and lead Mathematics booster groups (Degree or teaching qualification in Mathematics, desirable but not essential).
* Enjoy working with children
* Be considerate of pupils’ needs and respect their personal circumstances
* Encourage pupils’ independence
* Observe confidentiality
* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities
* Be able to use his/her own initiative
* Be adaptable
* Remain calm under pressure
* Have a positive attitude
* Be self-motivated and well organised
* Be able to relate to adults; have good communication skills
* Work under supervision and guidance
* Be able to contribute to regular recording of difficulties and progress
* Work in a variety of settings, e.g. classroom, playground, withdrawal sessions, school trips
* Take an active part and interest in the life of the school
* Use ICT effectively to support learning including using other equipment technology, e.g. photocopier, supporting pupils use of personal devices.
* Understand relevant policies/codes of practice and possess awareness of relevant legislation
* Have appropriate literacy and numeracy skills
* Possess a general understanding of national curriculum and other relevant learning programmes/strategies
* Possess a basic understanding of principles of child development and learning processes
* Undertake training

**TERMS AND CONDITIONS**

Salary: £8.54 an hour

Hours of work: This is a part time position 28 hours a week. Some degree of flexibility may be required to meet deadlines within the department. Hours do include a Saturday morning dependent on the needs of the timetable.

Pension:                             Automatic enrolment in the School Pension Scheme should you meet the

eligibility criteria.

Other Benefits:                Free onsite parking & meals when on duty and the School kitchen is open.

 Discounted Sports Club Membership.

                                       Contributory Health Scheme (when probation period completed)

**Taunton School follows Safer Recruitment Guidelines**