



Job Description

Job Title:	Teaching & Learning Support Assistant (TLS) Level 1	Department/Group:	Support staff - Primary
Level/Salary Range:	Grade C	Reporting to:	Class teacher
Contract term:	Term time + 1 day	Hours per week:	33.25

Safer Recruitment Statement

The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Vision Statement

"To allow all children to experience 'life in all its fullness', no matter what their starting point" by:

- *Offering a high quality, inclusive and distinctive education*
- *A caring and nurturing environment based on our Christian values*
- *Recognising the unique nature of each child.*

All staff employed by the Bishop Fraser Trust are required to:

- uphold and promote the Trust's vision
- uphold and promote the Christian ethos of all schools in the Trust
- support and contribute to the achievement of all pupils academically and pastorally
- support and contribute to the Trust's responsibility for safeguarding all pupils
- undertake professional training to enhance personal development and job performance;
- Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection
- maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect
- share best practice, expertise and skills with others

Main Objectives of Role:

- to work with and supervise individuals and groups of children under the direction/instruction of teaching &/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all students.
- assistance and support in classroom management and behaviour techniques
- contributing to target setting for pupils

Job Description:

General Responsibilities

To contribute to the development of a strong, effective Academy with an emphasis on aspiration and attainment, delivered through strong classroom practice and a fiercely held and demonstrated belief in the role of the academy in developing citizens for the future. All staff will demonstrate those philosophies which characterise effective schools – a commitment to education, to the needs and rights of all pupils and to the development of the academy's community, with strong, mutually supportive relationships with parents, partner schools and the broader community. The Academy's ethos will be that of achievement, aspiration, commitment, good citizenship and enjoyment.

Principal responsibilities

- To provide support for pupils, teachers and the curriculum
- To be accountable for the progress in learning and behaviour of the pupils with whom you work.

Support for the Student

- Establish good working relationships with students, acting as a role model
- Be aware of and respond appropriately to individual student needs
- Promote inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher
- Encourage students to act independently as appropriate

Support for the teacher

- Provide minimal clerical/administration support (e.g photocopying, typing, filing, collecting money etc)
- Assist with the display of children's work

- Prepare classroom as directed for lessons and clear afterwards
- In liaison with the teacher, utilise strategies to support students in achieving learning goals
- Report student achievements, progress and issues as appropriate in agreed format
- Undertake student record keeping as requested
- Manage student behaviour in line with Academy policy and ensure reports are made in agreed academy format
- Gather/report basic information from/to parents/carers as directed

Support for the curriculum

- Prepare and maintain equipment and resources as directed
- Assist students in the use of appropriate resources with appropriate lesson plan

Support for the Academy

- Undertake lunch and break time duties
- Attend relevant meetings as required
- Accompany teaching staff and students on visits, trips and out of school activities as required
- Assist with the supervision of students out of directed lesson time, including before and after school if appropriate and within working hours

All staff at the Bishop Fraser Trust will:

- Seek to be positive and build up the common good through their own individual contribution to the life of their school
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process
- Seek to develop a better work/life balance
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

Last Updated:

July 2019

Signed: _____

Date: _____

Name: _____