



## KNIGHTSBRIDGE 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 to whom you are attached.

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**

- 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;
- Support ‘target’ children especially those with Special Educational Needs (SEN), who are Gifted and Talented (G&T) or who have English as an Additional Language (EAL);
- Work with other professionals, such as Speech and Language Therapists (SALT) and Occupational Therapists (OT) as necessary;
- Provide support for individual or groups of children inside and outside the classroom to enable them to fully participate in activities;
- Listen to children read, read to them or tell stories, as required;
- Take a full and active part in the extra-curricular life of the school;
- Accompany educational visits: day and, on occasion, residential visits;
- Participate fully in assemblies, thereby contributing to the spiritual and moral life of the school;
- Support the children in lessons.

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

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



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### 3. Administrative Duties

- Ensure the classroom is tidy and conducive to a child's learning;
- 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;
- Prepare and present displays of children's work;
- Support 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;
- Assist Class/Form Teachers with maintaining records;
- Check homework diaries and Reading Records each morning;
- Set up equipment and get materials ready for lessons;
- Undertake other duties from time to time as the Head requires.

### 4. 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;
- e) 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) Contribute to the school's Development Plan;
- h) Co-operate closely with colleagues in the delivery of the curriculum;
- i) Endeavour to give every child the opportunity to reach their potential and meet high expectations;
- j) Have a working knowledge of teacher's professional duties and legal liabilities;
- k) Have good numeracy and computer skills;
- l) Have good spoken and written communication skills;
- m) Keep parents appropriately informed about the curriculum;
- n) Liaise effectively with parents, Advisors and Directors as necessary;
- o) Operate at all times within the stated policies and practices of the school;
- p) 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) Support the aims, ethos and purpose of the school and ensure the school achieves these effectively;
- r) Take part in the school's annual appraisal programme;
- s) In addition, carry out other duties as reasonably required by the Head.