**Hotham Primary School**

**Job Description**

Teaching and Learning Assistant (TLA)

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

The TLA is also responsible for supporting access to learning for pupils and providing general support to the teacher in the management of pupils and the classroom.

**Main purpose**

Responsible, under the direction or instruction of the teacher or line manager, to work with individual pupils or to work with small groups to supervise physical and general care of pupils, including those with SEN.

The TLA will:

* Work with class teachers to raise the learning and attainment of pupils
* Promote pupils’ independence, self-esteem and social inclusion
* Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement

**Areas of Responsibility and Key Tasks**

**Teaching and learning**

* Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
* Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
* Use effective behaviour management strategies consistently in line with the school’s policy and procedures
* Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
* Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
* Observe pupil performance and pass observations on to the class teacher
* Supervise a class if the teacher is temporarily unavailable
* Use ICT skills to advance pupils’ learning
* Undertake any other relevant duties given by the class teacher

**Planning**

* Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
* Read and understand lesson plans shared prior to lessons, if available
* Prepare the classroom for lessons

**Working with colleagues and other relevant professionals**

* Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
* Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
* With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
* Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
* Collaborate and work with colleagues and other relevant professionals within and beyond the school
* Develop effective professional relationships with colleagues

**Whole-school organisation, strategy and development**

* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision
* Make a positive contribution to the wider life and ethos of the school

**Health and safety**

* Promote the safety and wellbeing of pupils, and help to safeguard pupils’ well-being by following the requirements of Keeping Children Safe in Education and our school’s child protection policy
* Support pupils on the playground during break and lunch times
* Support pupils who are unwell or injured, and provide first aid (after appropriate training)

**Professional development**

* Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
* Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
* Take part in the school’s appraisal procedures

**Personal and professional conduct**

* Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
* Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
* Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
* Respect individual differences and cultural diversity

The TLA will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TLA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

**Hotham Primary School**

**Person Specification**

Teaching and Learning Assistant

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| GCSEs at grades 9 to 4 (A\* to C) including English and Maths  | ✓ |  |
| Excellent literacy and numeracy skills | ✓ |  |
| Satisfactory DBS and safeguarding checks | ✓ |  |
| **Experience** |  |  |
| Experience working with or caring for children of an appropriate age | ✓ |  |
| Experience of working successfully as part of a team | ✓ |  |
| **Professional Knowledge, Understanding and Skills** |  |  |
| Understands the National Curriculum  | ✓ |  |
| Understands the role of a TLA in supporting pupil progress | ✓ |  |
| Able to lead groups skilfully during lessons | ✓ |  |
| Able to support pupils on a one-to-one basis | ✓ |  |
| Understands the principles of assessment | ✓ |  |
| Understands the principle of Equality of Opportunity | ✓ |  |
| Understands and shows a commitment towards safeguarding, child protection and wellbeing | ✓ |  |
| **Specific Skills and Abilities** |  |  |
| Good ICT knowledge and skills and an ability to use technology to enhance the learning and teaching of all subjects | ✓ |  |
| Basic knowledge of first aid |  | ✓ |
| Able to communicate effectively (both orally and in writing)  | ✓ |  |
| Demonstrates a willingness to share good practice across the school  | ✓ |  |
| Has a good working knowledge of the French language |  | ✓ |
| **Personal Qualities** |  |  |
| Understands the school aims and values, and has a genuine desire to promote these | ✓ |  |
| High expectations of themselves and the children they work with | ✓ |  |
| Good interpersonal skills, with the ability to enthuse and motivate children  | ✓ |  |
| Able to establish and develop close relationships with parents, staff and the community | ✓ |  |
| Has a flexible approach to work and is a proactive team member who shows respect for their colleagues | ✓ |  |
| Able to manage own work load effectively  | ✓ |  |
| Shows an openness and willingness to constantly improve, building upon feedback and demonstrating the drive to be an outstanding practitioner | ✓ |  |