



Job Description: Teaching and Learning Assistant (TLA) – Portuguese Speaker

Report to: Head of Primary

Main Purpose: The role of the Teaching and Learning Assistant (TLA) is most important in ensuring effectiveness in the provision of education.

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

STATEMENT OF OVERALL RESPONSIBILITIES

To work under the guidance of the Class Teacher, Head of Learning Development, Academic Coordinators and Head of Primary, to implement agreed work programmes/intervention strategies with groups of pupils both in and outside the classroom and assist the teacher in evaluating their impact. This will also involve assisting the teacher in planning, and the management/preparation of resources.

Main duties:

Working with colleagues and other relevant professionals

- Communicating effectively with other staff members and pupils, and with parents under the direction of the class teacher/Head of Learning Development/Academic Coordinators and Head of Primary
- With the class teacher/Head of Learning Development/Head of Learning Development/Academic Coordinators and Head of Primary, keeping other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with.
- Support students in their daily learning, running intervention groups, and supporting children in carpet/mat activities.
- Understanding their role in order to be able to work collaboratively with classroom teachers and other colleagues, including outside agencies (if necessary)
- Collaborating and working with colleagues and other relevant professionals within and beyond the school
- Developing effective professional relationships with colleagues
- Carrying out small group and/or 1:1 interventions
- Monitoring and evaluating pupils' response to these learning activities through observation and recording achievement against pre-determined learning objectives. Providing feedback to teachers and pupils.
- Work with teachers in planning, evaluating and adjusting work programmes/intervention strategies as appropriate
- Establish positive and productive working relationships with pupils and actively promote the inclusion of all pupils. Meeting pupils at the beginning of the day and releasing them at the end of the day (dependent on age group)
- Helping the pupils with their books, equipment and changing clothes (dependent on age group)
- Assisting the pupils in their use of the bathroom (dependent on age group)
- Assisting in supervision at assemblies, break-times, lunchtimes and other similar activities (supervise pupils on visits, trips and out of school activities/catch-up sessions)



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- Assisting with the register and with other classroom tasks if necessary
- Depending on the experience and qualifications of the individual, the Learning/ Teaching Assistant may be asked to cover (a) lesson(s) of an absent teacher on a limited basis
- Support classroom organisation including displays, photocopying, marking and any other tasks to support the day to day running of the class.

Whole-school organisation, strategy and development

- Making a positive contribution to the wider life and ethos of the school
- Carrying out any other reasonable tasks within your competence as requested by the Head of Learning Development / Heads of Sections/ Headmaster

Health and safety

- Promoting the safety and wellbeing of pupils and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and OBS safeguarding policy.
- Looking after children who are upset or have had accidents

Professional development

- Helping 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
- Taking opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Taking part in the school's appraisal procedures

Personal and professional conduct

- Upholding public trust in the education profession and maintain high standards of ethics and behaviour, within and outside OBS
- Having proper and professional regard for the ethos, policies and practices of the school, and maintaining high standards of attendance, punctuality and appearance
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respecting individual differences and cultural diversity

PERSONAL SPECIFICATION

Essential Criteria:

Knowledge and Experience

- At least two years experience working with children in a child care environment.
- An understanding of the principles and practice of high quality education for young children.
- Knowledge of Child Protection/Safeguarding and Health and Safety regulations.

Skills and Abilities

- Experience of working as part of a team
- Good judgement in dealing with difficult situations.
- Strong administrative skills
- Ability to attend work regularly and on time



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- Good literacy and numeracy skills
- Good organisational skills
- Ability to build effective working relationships with pupils and adults
- Skills and expertise in understanding the needs of all pupils
- Knowledge of how to help adapt and deliver support to meet individual needs
- Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils
- Excellent verbal communication skills
- Active listening skills
- The ability to remain calm in stressful situations
- Knowledge of guidance and requirements around safeguarding children
- Good ICT skills, particularly using ICT to support learning
- Understanding of roles and responsibilities within the classroom and whole school context

Personal Qualities

The successful candidate will:

- Be well organised, personable, reliable and committed to providing high quality support in education.
- Be well-motivated, energetic and enthusiastic.
- Be willing to participate in training and development opportunities offered by the school to improve your ability to carry out the requirements of the post.
- Be able to demonstrate the ability to develop and maintain a good rapport with the children and their peers.
- Be sensitive and understanding, to help build good relationships with pupils
- Enjoy working with children
- Show a commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
- Show Commitment to maintaining confidentiality at all times
- Show Commitment to safeguarding pupil's wellbeing and equality

Desirable Criteria

- Previous experience in a similar role.
- Bilingual in English and Portuguese
- Have or are working towards an appropriate qualification in a suitable educational field/discipline.
- Experience of administration including basic record keeping.
- Qualified first aider or willingness to work towards a qualification in first aid. All L/ TAs must have at least completed the First Aid Essentials Course