



Job Description: Teaching and Learning Assistant (TLA) – Secondary

Reporting to: The Head of Learning Development

Main Purpose: The role of the Teaching and Learning Assistant (TLA) is most important in ensuring effectiveness in the provision of classroom instruction and additional learning support as required.

The TLA will:

- Work with class teachers to raise the learning and attainment of pupils
- Promote students' independence, self-esteem and social inclusion
- Give support to students, individually or in groups, so that they may 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 Secondary Lead Academic Coordinator, 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 Secondary Lead Academic Coordinator
- With the class teacher/Head of Learning Development/Head of Learning Development/Academic Coordinators and Secondary Lead Academic Coordinator, keeping other professionals accurately informed of performance and progress or concerns they may have about the students with whom they work.
- Understanding their role in order to be able to work collaboratively with classroom teachers and other colleagues, including outside agencies (if necessary)
- Developing effective professional relationships with colleagues
- Carrying out small group and/or 1:1 intervention sessions
- Monitoring and evaluating students' responses to these learning activities through observation and recording achievement against pre-determined learning objectives. Providing feedback to teachers and students.
- Work with teachers in planning, evaluating and adjusting work programmes/intervention strategies as appropriate
- Establish positive and productive working relationships with students and actively promote their inclusion.
- Assisting in supervision at assemblies, break-times, lunchtimes and other similar activities, which may include external trips.
- Assisting with the register and with other classroom tasks if necessary
- Depending on the experience and qualifications of the individual, the Teaching and Learning Assistant may be asked to cover (a) lesson(s) of an absent teacher.
- Support classroom organisation including displays, photocopying, marking and any other tasks to support the day to day running of the class.



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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 / Senior Leadership / Headmaster

Health and safety

- Promoting the safety and wellbeing of students and help to safeguard students' well-being by following the requirements of the latest Keeping Children Safe in Education documentation and OBS safeguarding policy.
- Having appropriate training and adhering to the school Health and Safety and Medical policies.

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 and performance evaluation 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 students.
- An understanding of the principles and practice of high-quality education.
- 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
- Good literacy and numeracy skills
- Good organisational skills
- Ability to build effective working relationships with students and adults
- Skills and expertise in understanding the needs of all students
- 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 students



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- 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 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 students
- Enjoy working with children
- Show a commitment to achieving the best outcomes for all students and promoting the ethos and values of the school
- Show Commitment to maintaining confidentiality at all times
- Show Commitment to safeguarding and promoting students' wellbeing and inclusion

Desirable Criteria

- Previous experience in a similar role.
- Have or are working towards an appropriate qualification in a suitable educational field/discipline.
- Experience of administration including basic record-keeping.