

## **William Ellis School**

### **TLA Job Description**

#### **General Description of Post**

The holder of this post will be expected to carry out the professional duties of a Teaching and Learning Assistant (TLA). The core duties will be support for teachers in the planning and delivery of learning activities and the evaluation of the impact of the learning activities. A more detailed description of duties and responsibilities for TLAs and the knowledge, skills and understanding required to fulfil these effectively are listed below.

In addition, it is also expected that post holders will uphold the National Occupational Standards for Supporting Teaching and Learning in Schools.

#### **Achievement and Standards**

#### **Duties and Responsibilities**

##### **Personal Conduct**

- Support the aims and ethos of William Ellis School
- Model acceptable behaviour and good social skills
- Adhere to the professional standards outlined in the staff handbook
- Prepare and maintain a safe environment
- Support the safeguarding of pupils from abuse
- Encourage pupils' positive behaviour outside of lessons

##### **Teaching and Learning: Essential**

- Support and contribute to the planning of learning activities
- Support and contribute to the delivery of learning activities
- Support and contribute to the evaluation of learning activities
- Support pupils with activities to develop literacy skills
- Support pupils to develop their speaking/talking and listening skills
- Develop and evaluate materials to support teaching and learning in a curriculum area
- Support pupils with activities to develop numeracy skills
- Observe pupil performance and development
- Report on pupil performance and development
- Support a pupil with disabilities or special educational needs by providing care and encouragement
- Promote independent learning
- Use assessment strategies to improve learning
- Support pupils in reviewing their own learning

- Implement agreed behaviour management strategies
- Support pupils in taking responsibility for their learning and behaviour
- Help pupils with disabilities and special educational needs to participate in the full range of activities and experiences
- Support families to respond to pupils' needs
- Contribute to the inclusion of pupils with disabilities and special educational needs
- Support pupils with communication and interaction needs to develop relationships with others
- Support pupils with cognition and learning needs during learning activities and to develop effective learning strategies
- Enable pupils with sensory and/or physical needs to maximise learning
- Support pupils and young people with additional requirements to identify and develop plans to meet their personal support needs
- Collect and input pupil data
- Contribute to maintaining the record-keeping system
- Monitor and maintain supplies of curriculum resources
- Set up displays
- To Support the operations of the school twice a week

### **Teaching and Learning: working towards**

- Contribute to planning to meet pupils' development needs
- Prepare and use ICT resources for teaching and learning
- Training in relevant literacy and numeracy strategies
- Have a working knowledge of the legislative requirements which underpin SEN/D

### **Knowledge, skills and competencies**

- Interact with and respond positively to pupils to pupils and adults
- Communicate effectively with pupils and adults
- Be able to maintain positive working relationships with colleagues
- Support pupils in developing relationships
- Contribute to effective team practice
- Contribute to the development of the work team
- Reflect on practice
- Take part in continuing professional development
- Develop, use and improve your own subject knowledge to support teaching and learning
- Can write and review a strategy sheet

### **The quality of Provision**

#### **Duties and Responsibilities**

- Provide support to help the pupil to participate in activities and experiences
- Provide support via homework clubs and lunch time activities
- Prepare to run tests and examinations

- Implement and maintain access arrangement requirements
- Deliver teaching and learning activities to withdrawal groups or one to one
- Implement structured learning programmes for pupils with sensory and/or physical needs
- Provide a supportive and challenging environment
- Monitor, maintain and organise curriculum resources
- Escort and supervise pupils on visits and out-of-school activities
- Prepare the learning environment
- Prepare learning materials for use
- Monitor and maintain the learning environment and resources
- Support year teams as directed