

TLA JOB DESCRIPTION

Job Title:	TLA
School:	The Emmbrook School
Reports To:	SENCO
Grade:	3
Employment Status:	Permanent
Hours of Work:	Term time only – Full time or Part time
Job Purpose:	To facilitate learning by supporting the needs of individual pupils and small groups of pupils in accordance with school policy and government initiatives in the pursuit of high standards of pupils achievement.
Departmental/Team Purpose:	The purpose of the school is to meet the educational needs of children and young people within the local community
Organisation Chart:	<div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 150px;">Headteacher</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 200px;">Deputy Head: Inclusion</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 150px;">SENCO</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 100px;">TLA</div> </div>

Scope	
Financial Accountabilities	NONE
Staff Responsibilities	NONE
Management of Physical Assets	NONE

Summary of Main Contacts.	
<ul style="list-style-type: none"> ▪ Teachers ▪ Pupils ▪ Parents ▪ Local Advisors 	<ul style="list-style-type: none"> ▪ Other school staff ▪ Other professionals

Main Tasks/Accountabilities	
Professional Values and Practice	
1.	Have high expectations of all pupils; respect their social, cultural, linguistic, religious and ethnic backgrounds; and are committed to raising their educational achievement
2.	Build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and are concerned for their development as learners
3.	Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work
4.	Work collaboratively with colleagues and carry out their roles effectively, knowing when to seek help and advice
5.	Able to self evaluate and discuss progress with colleagues
Planning & Expectations	
1.	Contribute to preparation of classroom and educational resources that meet the diversity of pupils' needs eg. worksheets, classroom displays, laboratory equipment, technology equipment as directed by the teacher
2.	To be adaptable whilst working within a framework set by the teacher, planning their roles in lessons
3.	Able to contribute to pupils' learning in and out of school contexts in accordance with school policies and procedures
4.	To support pupils in exams as and when required
Monitoring & Assessment	
1.	Able to develop skills necessary to support pupils in a range of settings, including one to one and small groups as directed by the teacher.
2.	Organise and manage safely the learning activities, the physical teaching space and resources for which they are given responsibility
3.	Monitor pupils' participation and progress providing feedback. To give constructive support to pupils as they learn to become independent learners
4.	Contribute to maintaining records of pupils progress
5.	Support inclusion of all pupils in the learning activities

PERSON SPECIFICATION

<p>Knowledge/Qualifications: Desirable but not essential as full training will be given</p> <ul style="list-style-type: none"> • Have qualifications in English/literacy and Mathematics/numeracy equivalent to at least Level 2 of the National Qualifications Framework • Have sufficient understanding of how to support pupils' learning • Knowledge of school curriculum • Able to use common Information Communications Technology (ICT) tools for their own and pupils benefit • Know a range of strategies to establish a purposeful learning environment and to promote good behaviour
<p>Skills/Abilities: Desirable but not essential as full training will be given</p> <ul style="list-style-type: none"> • Knowledge of the national school curriculum • Good questioning skills • Good observation and assessment skills • Knowledge of the standard of work expected from pupils • Understanding of open-ended questioning and investigative work • Understanding of their role to assist and supervise pupils on particular tasks and the expected outcome of individual activities within the allocated timescale • Excellent communication skills and interpersonal skills • Ability to work within a team working environment and also able to work independently • Confidentiality at all times
<p>Experience:</p> <p>Some experience with children with a range of abilities is desirable but not essential</p>
<p>Personal Qualities: or character relevant to the job such as ability to work as part of a team, a caring attitude, a good listener, a sense of responsibility, a positive attitude etc.</p> <ul style="list-style-type: none"> • Calm under pressure, adaptable and energetic • A caring and positive attitude • A good listener and sensitive to pupils' needs • A sense of responsibility • Positive behaviour management • A good sense of humour • Flexibility and use of initiative is very important
<p>Special Factors:</p> <p>Needs to work flexibly to accommodate educational trips</p>