

# St. Anselm's Catholic Primary School

## Teaching Assistant and Learning Support Assistant



### Job Description

A Teaching Assistant (TA) and a Learning Support Assistant (LSA) provide support to pupils in a mainstream school. The TA/LSA works under the direction of the Headteacher and the Class Teacher. Duties will include supporting pupil's learning both in and out of the classroom setting in small groups and individually. The TA/LSA are also expected to support class teachers in managing pupils.

### Main Duties and Responsibilities

#### Support pupils during learning activities

- Provide support for learning activities
- Provide help with learning tasks and organize appropriate equipment
- Give feed back to the class teacher on progress made
- Promote independent learning
- Encourage the pupils to take responsibility for their own learning and promote initiatives to develop the pupil's self-esteem

#### Observe and report on pupil performance

- Be familiar with observation techniques and types of reporting, including verbal and written and effective use of ICT
- Carry out observations after consultation with the class teacher
- Record findings in an agreed format

#### Contribute to maintaining pupil records

- Confirm with class teacher the specific role and responsibility in maintaining pupil records, including ICT
- Confirm with class teacher the purpose and nature of pupil records
- Update relevant records at agree time intervals
- Ensure that contributions are accurate, complete and up to date

#### Contribute to the planning of learning activities

- Understand the most effective way to support pupil's learning for each task
- Discuss expected learning outcomes with the class teacher and agree success criteria
- Provide feedback to the class teacher on learning outcomes

#### Contribute to the management of pupil behaviour

- Promote school policies on pupil behaviour
- Support the implementation of strategies to manage pupil behaviour
- Contribute to the management of pupil behaviour
- Report any pupil behaviour problems to the class teacher
- Report progress towards targets for pupils with Behaviour Support Plans
- Provide a level of attention appropriate to the pupil's needs, modifying approach to ensure that desired outcomes are achieved

#### Supervise in the lunch hall or playground at lunchtime, daily

- Support children and assist where necessary
- Ensure their safety
- Interact with children

**Promote the personal, social and emotional development of pupils**

- Support pupils in developing appropriate relationships
- Help to develop pupil's self-esteem
- Employ the strategies exemplified by the school to raise self-esteem

**Support the maintenance of pupil safety**

- Have full knowledge of the school's Health and Safety policy
- Demonstrate an awareness of symptoms associated with minor health problems
- Respond to minor health problems, for example with regard to asthma & allergies
- Report any suspected pupil illness or injury to the class teacher

**Liaise with teachers and adults**

- Follow school policies when communicating with parents
- Prioritise confidentiality when dealing with pupil information
- Refer any matters beyond role to the class teacher

**Access and attend training**

- Attend school training sessions as required by the Headteacher
- Develop own skill base and attend off site training as appropriate

**Safeguarding pupils**

- Be fully aware of the school's policy and procedures for safeguarding pupils
- Be fully aware and understand the duties and responsibilities arising from the Children's Act 2004 and how it applies to the post.
- Ensure that the Headteacher is kept fully informed of any concerns in relation to safeguarding and child protection.

**Person Specification**

**Qualifications**

- Good literacy and numeracy skills (to GCSE standard)
- Willingness to participate in development and training opportunities

**Experience, Knowledge and Skills**

- Support the school's mission statement and the ethos of a Catholic school
- Be able to work positively and constructively as part of a team
- Communicate effectively with a range of people, using good listening skills
- Be well organised and use basic technology effectively
- Have a good understanding of classroom roles and responsibilities and the implementation of the school's equal opportunity policy
- Be able to form and maintain a range of teaching and learning strategies
- Be able to form and maintain appropriate professional relationships and boundaries with pupils and parents, dealing with sensitive information in a confidential manner.

**Please sign below to the job descriptions:**

**Signed (member of staff) ..... Date: .....**

**Signed (Headteacher/Chair of Governors) ..... Date: .....**