TA / LSA Job Description

As a TA / LSA, you will be accountable to:

### The Head Teacher and the Governing Body of the school.

Professional relationships:

You will be expected to effectively communicate and liaise with the following stakeholders: teaching and non-teaching staff of the school, governors, parents, children, advisers, and other professionals.

Key roles and responsibilities:

You will work under the instruction/guidance of teaching and senior staff to undertake work, care and support programmes, to enable access to learning for pupils and to assist colleagues in the management of pupils, the classroom and the wider school environment. Work may be carried out within the classroom or outside the main teaching area. You will work within the framework of national and school policies and in accordance with the duties listed below:

* Maintain the positive ethos and core values of the school, both inside and outside the classroom
* Promote and embody the school’s mission statement ‘Learning together, developing potential, touching hearts and engaging minds’
* Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors
* Attend meetings, INSET and CPD as required
* Follow and abide by the school’s staff code of conduct

As a TA / LSA:

You will:

* Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
* Assist with the development and implementation of educational or behaviour support plans (including Education Healthcare Plans) and personal care programmes as required
* Establish constructive relationships with pupils and interact with them according to individual needs
* Promote the inclusion and acceptance of all pupils
* Encourage pupils to interact with others and engage in activities led by the teacher
* Set challenging and demanding expectations and promote self-esteem and independence
* Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
* Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils’ work
* Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
* Assist with the planning of learning activities
* Monitor pupils’ responses to learning activities and accurately record achievement/progress as directed
* Provide detailed and regular feedback to teachers on pupils’ achievement, progress, problems etc.
* Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
* Establish constructive relationships with parents/carers
* Provide clerical / administrative support such as photocopying, word processing, filing, handling money, preparing homework etc.
* Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses
* Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher
* Support the use of IT in teaching and learning activities and develop pupils’ competence and independence in its use
* Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the school
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required
* Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
* Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
* Implement school policies and guidelines
* Support initiatives decided upon by the Head Teacher and staff
* Promote the school’s code of conduct amongst pupils, in accordance with the school's behaviour policy
* Participate in meetings which relate to the school's management, curriculum, administration or organisation
* Communicate and co-operate with specialists from outside agencies as required
* Make appropriate educational provision for children with SEN and those learning EAL, with support from the Inclusion Manager
* Provide children with opportunities to manage their own learning and become independent learners
* Support colleagues in creating a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline
* Foster each child’s self-image and esteem and establish relationships which are based on mutual respect
* Maintain a high standard of display both in the classroom and in other areas of the school
* Ensure that the school’s aims and objectives in relation to the curriculum, Catholic Ethos, equal opportunities and discipline are promoted in everyday classroom organisation and practice
* Take up the opportunity for continuous professional development through self-directed reading, courses and in-service training
* Undertake any other reasonable and relevant duties in accordance with the changing needs of the school and as directed by the Head Teacher