



Job Description

TLSA Band B

This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Teaching and Learning Support Assistant	Post No	
School	Our Lady of Compassion School		
Salary Band/Range	Band B		
Responsible to	Class Teacher / SLT		
DBS Check	Enhanced DBS required. This post is exempt from the provisions of the Rehabilitation of Offenders Act, 1974.		

1. Job Purpose

To support the class teacher in providing and promoting an environment suitable for the development of children.

2. Key Responsibilities

2.1 Main Duties

- To contribute to the overall ethos, aims and work of the school, working with colleagues to develop a positive learning and working environment.
- To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- To assist the teacher with learning activities.
- To assist in carrying out appropriate activities as planned with whole class.
- To carry out appropriate activities as planned by the teacher with groups of pupils, including administration of tests.
- To assist the teacher with the administration of routine assessments.
- To display and present children's work.
- To hear children read, change their reading books and update the records.
- To support children to be independent by helping them with tasks.
- To prepare and organise teaching resources including the checking and maintaining of classroom equipment and materials including control of stock within the classroom.

	<ul style="list-style-type: none"> • To prepare resources for lessons and activities. • To assist the teacher in liaising with parents and professionals such as speech therapists. • To assist children with personal hygiene routines. • To deal with minor accidents and administer first aid. • To carry out some basic marking duties using a mark scheme eg maths homework, spelling tests, grammar etc. • To review work with a child. • To assist in the implementation of recommended programmes as directed by a teacher/ SENCO eg apples and pears, language work etc. • To provide specific feedback to pupils in relation to their progress and achievement. • To support pupil record keeping as requested. • To provide clerical support eg photocopying. • To assist the teacher in supervising children during playtimes, on visits, trips and out of school activities as required. • To supervise and support the children during lunchtime. • To enable children to be included in games during playtimes. • To undertake any other duties that can reasonably requested of and are relevant to the nature of the post.
2.2	People
	The job involves no direct responsibility for the supervision, co-ordination or training of other staff in the school.
2.3	Safeguarding
	The school is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
2.4	Financial
	The job involves no direct responsibility for financial resources.
2.5	Buildings & Equipment
	To ensure safe and proper use of equipment.
2.6	Health & Safety
	The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.
2.7	Policies & Procedures
	The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
3.	Other Conditions
3.1	Mobility
	Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.
3.2	Equal Opportunities

		School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
	3.3	Variations to Job Descriptions
		Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.
	3.4	Training and Development
		The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

Compiled/Reviewed by:	Headteacher
Date:	May 2025