



## **Teaching Assistant / Learning Support Assistant Job Description & Person Specification**

### **St Francis Catholic Academy**

**Job title:** Teaching Assistant / Learning Support Assistant (From Reception – KS2)

**Salary:** £25,989.00 - £28,142 FTE pro rata £11,310.40 - £12,247.39

**Hours:** 18.45 hours per week, Monday to Friday 8.15am – 12 noon – 39 weeks per year (term time + 1 week teacher training days).

**Contract type:** Part time hours available

**Based at:** St Francis Catholic Academy, Rye Piece Ringway, Bedworth, CV12 8JN

**Reporting to:** Principal / SENCo

### **Main Purpose of the Job**

To provide a complimentary service under the guidance of teachers and pastoral staff in the school, supporting and addressing the needs of children in order to help them achieve their full potential and enabling the school to maintain outstanding standards of achievement and behaviour.

### **General Responsibilities**

#### **Promoting Pupil Learning**

Under the guidance of the teacher:

- Support the teacher in the day-to-day learning activities in the classroom.
- Contribute to the assessment and tracking of pupil progress, including through observation feedback, raising the awareness of teaching staff to the strengths and difficulties of individual pupils and contributing to the planning of learning activities.
- Support pupil wellbeing, behaviour and personal development, understanding the emotional and social needs of pupils, in order to enhance their learning and life skills.
- Assist in the monitoring of Person-Centred Outcomes (PCOs) for children who need learning support;
- Assist teachers in maintaining the learning environment and preparing teaching materials.
- Lead the learning in intervention groups, including booster provision, extension and SEN, working on targets set by teaching staff.
- Cover the class in the short-term absence of the teacher, delivering planned work.

## **SUPPORTING THE SCHOOL**

- Develop ownership of the Catholic ethos of the school.
- Follow school policies in regard to safeguarding.
- Maintain confidentiality both inside and outside the workplace.
- Demonstrate and promote school values and provide consistent guidance for pupils with regard to behaviour.
- Where appropriate (such as when supporting a specific child), foster effective liaison with colleagues, parents and outside agencies in a professional manner, being aware of confidentiality.
- Assist with school outings and events.
- Support colleagues with playtime duties, first aid and other duties as required

## **COMMITMENT TO CONTINUOUS PROFESSIONAL DEVELOPMENT**

- Meet with line manager to set and monitor personal objectives and professional development.
- Undertake regular training as required by the school.
- Take responsibility for keeping up to date with school policies and procedures, such as child protection and developments in the School Development Plan (SDP).
- Take responsibility for keeping up with school developments in teaching and learning.
- Review and develop own professional practice.

## **SAFEGUARDING**

- Understand that it is everyone's responsibility to safeguard and promote the welfare of children and that they have a role to play in identifying concerns, sharing information and taking prompt action.
- Consider, at all times, what is in the best interests of the child.
- Know how to respond to a pupil who discloses abuse - training will be given.
- Refer any safeguarding or child protection concerns to the DSL or if necessary, where the child is at immediate risk to the police or Children's Social Care.
- Be aware of the Early Help process and understand their role within it including identifying emerging problems for children who may benefit from an offer of Early Help, liaising with the DSL in the first instance and supporting other agencies and professionals in an early help assessment through information sharing. In some cases, staff may act as the Lead Professional in Early Help Cases.
- Provide a safe environment in which children can learn.

## **PERSON SPECIFICATION**

### **TEACHING ASSISTANT/ learning Support Assistant**

<b>ESSENTIAL CRITERIA</b>	<b>DESIRABLE CRITERIA</b>
<b>QUALIFICATIONS &amp; EXPERIENCE</b> <ul style="list-style-type: none"><li>• Good general education</li><li>• GCSE passes in Maths and English (Min grade A-C)</li></ul>	<ul style="list-style-type: none"><li>• Further relevant qualifications</li><li>• Experience of working as a Nursery Assistant or Teaching Assistant in an educational environment</li></ul>
<b>KNOWLEDGE AND UNDERSTANDING</b> <ul style="list-style-type: none"><li>• Ability to support learning across the Early Years Foundations Stage with the commitment to raising levels of achievement</li><li>• Recognise that each child has specific needs that need to be nurtured and developed through careful and sensitive support and intervention</li></ul>	<ul style="list-style-type: none"><li>• Willingness to learn from colleagues and act on advice</li><li>• Good understanding of Early Years Foundation Stage curriculum or other basic learning programmes and strategies and how children learn</li><li>• Ability to meet the child's needs as required whilst encouraging independence/ autonomy of the child</li></ul>

<ul style="list-style-type: none"> <li>• Ability to implement and deliver intervention programmes, making accurate observations, communicating these with feedback to the teacher</li> <li>• Excellent interpersonal and communication skills, particularly in relating well to children and adults</li> <li>• Ability to motivate and encourage in order to establish a supportive relationship with the child, giving praise and positive recognition to help build self esteem</li> <li>• Ability to work independently or as part of a team demonstrating initiative, tact and diplomacy</li> <li>• Ability to work collaboratively and constructively as part of a highly motivated staff team understanding roles and responsibilities and your own position within these</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use own initiative to develop resources in order to support small groups of children</li> </ul>
<p><b>PERSONAL QUALITIES</b></p> <ul style="list-style-type: none"> <li>• Display a sunny, calm and 'can do' attitude with a flexible and adaptable approach to work</li> <li>• Committed to our school Catholic ethos with an open minded and non-judgemental approach to student difficulties and backgrounds</li> <li>• Committed to providing a high-quality service at all times with the confidence to query and make suggestions as part of the EYFS team</li> <li>• Punctual and, organised with excellent time management skills</li> </ul>	<p>Desire and determination to be a lifelong learner and improve personal effectiveness</p>

**Closing date for applications: Thursday 5th February 2026**

**Interviews to be held: Friday 6th February 2026**

**Notes:** This job description may be amended at any time in consultation with the post holder.

**Last review date:** May 2025    **Next review date:** May 2026

TEACHING ASSISTANT/LEARNING SUPPORT ASSISTANT Job Description/Person Specification April 2024