

LONDON BOROUGH OF MERTON

Gorringe Park
Primary School



JOB DESCRIPTION

Post Title:	Learning Support Assistant / Teaching Assistant		
Grade:	ME4, Point 4		
Location:	Gorringe Park Primary School		
Responsible to:	Inclusion Team		
Responsible for:	None		
Post Number:	TALSA1225	Date:	December 2025

MAIN PURPOSE

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals or with groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

SUPPORT FOR PUPILS

- Attend to children's personal needs and provide advice to assist in their social, health & hygiene development
- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of Support Plans
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Carry out first aid duties as and when required

SUPPORT FOR TEACHERS

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives

Teaching Assistant / Learning Support Assistant

- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress
- 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
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Provide general clerical/admin. support e.g. produce worksheets for agreed activities etc.

SUPPORT FOR CURRICULUM

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Make effective use of opportunities provided by learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection and Safeguarding, 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
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Supervise pupils on visits, trips and out of school activities as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this description.

EMPLOYEE

Signed _____ Print Name _____ Date _____

HEADTEACHER

Signed _____ Print Name: Pearl Harris-Coke