**Archbishop Benson Primary School**

***Fun & Learning, Hand in Hand***

**Teaching Assistant job description - updated 11.6.2017**



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| **Job Title:**  | Teaching Assistant (Band D) |
| **Salary Range:** | Per annum/pro rata (Dependant on skills and experience) |
| **Hours:** | Per week (Days and times of the week) |
| **Base:**  |  |
| **Responsible to:** | Teaching staff/senior leaders/SENCO/Pupil Premium leader |
| **Direct Supervisory Responsibility for:** | None  |
| **Important Functional Relationships: Internal/External**  | Teachers, pupils, support staff, parents |

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| **Main Purpose of Job:**  |
| * To take a pro-active and flexible role in supporting the educational, social and physical needs of all pupils
* To support the curriculum and the school through the provision of high level assistance to the teacher in the practical organisation of class activities, undertaking group work and ensuring the welfare and development of pupils
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| **Main Duties and Responsibilities:** |
| * To be proactive in engaging with the school’s vision, direction and improvement priorities
* To attend staff meetings and school-based INSET as required
* To engage in effective communication with teaching staff, including being in school on time to prepare for the day ahead before the working day begins and before leaving at the end of the session/day
* To assist teaching staff in the effective delivery of lessons and work schemes, using the New Curriculum or the Early Years Foundation Stage Curriculum as a framework
* To assist individuals and groups of children in developing knowledge, skills and attitudes as defined by the New Curriculum or EYFS Curriculum. To take into account the learning support involved to aid the children to learn as effectively as possible
* To establish supportive relationships with the pupils to encourage acceptance, inclusion, social integration and individual development, promoting and reinforcing pupils’ self-esteem.
* To supervise individual children or groups of children within a class under the overall control of the teacher
* To assess, monitor and record the progress of our vulnerable pupils, including SEN, PP & other disadvantaged pupils), and to feedback to the SENCO/Teacher with regard to children’s progress and the success, including making recommendations for alterations to improve the effectiveness of planned intervention
* To work with the SENCO, PP Coordinator and other appropriate staff on a regular basis to discuss improvements to the teaching practices, delivery of the curriculum and progress and concerns regarding individual pupils or groups of pupils
* To engage with monitoring by SLT/senior leaders e.g. observations of interventions for performance management & developmental feedback
* To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities.
* To be responsible for monitoring the use of and maintaining an up-to-date inventory of all classroom materials and equipment, monitor stock levels of materials, check for missing and/or damaged equipment, and arrange for new supplies to be ordered as required
* To assist with lunch and break time supervision of children on a rota basis in accordance with the School’s Policy for Playground Supervision.
* To accompany children on educational visits and outings as supervised by the Teacher
* To assist with the assessment, monitoring and recording of children’s progress, achievement, health, behaviour and general wellbeing and to feedback to the teacher, senior leaders or Headteacher as appropriate
* To administer basic first aid and assist in the dispensing of medically prescribed controlled drug in line with school procedures if trained
* To carry out administrative tasks associated with all of the above duties as directed by the teacher
* To be aware of and work in accordance with the school’s child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
* To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).

**Additional Clauses:*****Applicable to all teaching assistants supporting pupils with specific special educational needs either full-time, part-time or flexibly within the phase groups in school**** *To assess, monitor and record children’s progress in relation to EHCPs, and to feedback to the SENCO/Teacher with regard to children’s progress and the success of EHCPs, including making recommendations for alterations to improve the effectiveness of* Individual Provision Maps and Plans.
* *To meet the mobility needs of the pupil assisting in the use of a wheelchair/hoist, ensuring compliance with safe lifting procedures and associated training*
* *To meet the needs of incontinent pupils following individual care plans*
* *To meet the needs of pupils with emotional and behavioural difficulties. To adopt the principles of de-escalation to prevent harm and disruption to the pupil or others, within the limits of the post holders training and school policies and procedures*
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| **General/Other:** |
| * To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the school and the pupils at all times
* To demonstrate flexibility within the working day & within working practices
* To act as a team member and to provide support and cover for other staff
* To be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information personally, with colleagues and with families of pupils
* To be aware of and adhere to all school policies and procedures
* To be responsible for your own continuing self-development and attend meetings as appropriate
* To be responsible for engaging with the school’s communication systems and remaining abreast of changes & developments To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
* To undertake other duties appropriate to the post as require
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This job description is not a comprehensive definition of the post. The aim is to indicate the general purpose & level of responsibility of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as outlined above.

Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the headteacher to reflect the changing needs of the school. The conditions of employment of teachers in the School Teachers’ Pay and Conditions of Service Document apply to this post, whose holder is expected to carry out the professional duties of a teacher as circumstances may require, under the reasonable direction of the Head teacher, Deputy/Assistant Headteacher or Key Stage/Phase Leaders

**General Expectations:**

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Head teacher. This job description does not form part of the contract of employment. It describes the way in which the teacher is expected and required to perform and complete the particular duties as set out above.

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| **ARCHBISHOP BENSON CE PRIMARY SCHOOL****TEACHING ASSISTANT JOB DESCRIPTION** **STAFF DECLARATION FORM** |
|  I hereby confirm that I have read and understood the revised Teaching Assistant job description and that I will abide by the duties and responsibilities outlined in this document.SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PRINT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |