



BRINKWORTH EARL DANBY'S CE PRIMARY SCHOOL

Serving the communities of Brinkworth and Dauntsey

Headteacher: Mrs K Butt

Believe to Achieve! "Roots will grow down into God's love and keep us strong" EPH
3:17

JOB DESCRIPTION

Brinkworth Earl Danby's CE Primary School	
Job Title: Teaching Assistant	Grade/Salary Range: TA £13.05-£13.47, MDSA £12.85

JOB PURPOSE

To support Teachers and pupils in the classroom and at lunchtime

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Reports to the Headteacher.

MAIN DUTIES AND RESPONSIBILITIES

The main duties of a Teaching Assistant shall include:-

Supporting pupils learning, either in groups or through 1:1 work. The exact tasks will depend on the learning support needs of the pupil/s but may include:

- clarifying and explaining instructions
- ensuring pupils are able to use equipment and materials provided
- motivating and supporting pupils
- assisting in weaker areas, e.g. language, reading, spelling, handwriting, presentation
- helping pupils to concentrate on and finish work set
- meeting physical needs as required while promoting independence
- liaising with class teacher and Special Educational Needs Co-ordinator about Individual Education Plans
- as specified by the Teacher, developing appropriate resources to support pupils



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Supporting pupils' self-esteem, inclusion and behavioural development, e.g.

- encouraging an acceptance and inclusion of the pupil with special needs
- developing methods of promoting/reinforcing the pupil's self-esteem and independence
- providing individual supervision in and out of the classroom for pupils with behavioural problems
- establishing a supportive relationship with pupils
- reinforcing the school ethos, e.g. expectations of behaviour within class and elsewhere on the school sites
- supervising pupils on outings, school activities

Provide physical/personal care to pupils where required, e.g.

- helping with dressing/toileting
- undertaking physiotherapy and speech therapy exercises following instruction and advice from a qualified therapist

Supporting the Teacher/s, e.g.

- As directed by the Teacher, adapting and interpreting lessons and instructions to pupils
- In conjunction with the class teacher (and other professionals as appropriate) to develop system/s of recording pupil progress and contribute to the maintenance of this record
- Providing regular feedback about pupils to the Teacher/s

Supporting the curriculum

- Support the delivery of the Literacy and Mathematics strategy along with other aspects of both the National Curriculum and the enhanced curriculum offered by the school.

Supporting the school, e.g.

- assisting with setting up, storing and retrieving and general maintenance of classroom equipment and teaching aids, e.g. computers and computer software, resources, indoor and outdoor play equipment, photographic equipment etc
- helping to ensure the hygiene of the teaching environment in cases of sickness or soiling
- administering minor First Aid under the guidance of a qualified person

MDSA Duties:

Supervision of pupils, either in the lunch hall or other areas in the school, whilst they are eating lunch or taking part in lunchtime activities.

Carry out associated duties, e.g. clear spillages, clean tables and chairs, stack tables and chairs that are used during the lunch break, sweep floor and wash up cups and spoons as directed by the Senior MDSA

Carry out minor first aid on pupils and enter incidents that have been identified by the school in the accident book or on an accident slip.

Report to senior MDSA any accidents of the type identified by the school - e.g. head injuries, or pupils who become unwell, so that parents can be contacted.

Report to senior MDSA any strangers, visitors or potential hazards on the school site

Attend in-service training when required.

Take part in job review meetings and MDSA meetings when requested

Support the aims, ethos and values of the school by example and ensure that they are followed by pupils in line with school policy.