



# Job Description

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**TITLE OF POST: Graduate Teaching Assistant (FTC)**

**RESPONSIBLE TO: Executive Headteacher & Head of School**

**LINE MANAGER: Assistant Headteacher; SENDCo**

**SALARY GRADE: Scale 3 point 6**

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## JOB PURPOSE:

- To support staff in range of subjects appropriate to agreed areas of expertise and to provide educational support to students with all types of differentiated abilities; including high ability students and those with a special educational need
- To ensure the safety and well-being of students at all times.

## CORE REQUIREMENTS

In fulfilling the requirements of the role, the post holder will demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in all stakeholders and colleagues.
- Use the performance management process to enhance personal professional practice in line with the school's aspirations and priorities.
- Promote the wider aspirations and values of the school.
- Recognise the importance of confidentiality and uphold the requirements of GDPR legislation.
- To be an effective communicator with all stakeholders, visitors and external professional colleagues as required.
- A commitment to safeguarding.

## KEY RESPONSIBILITIES

- Provide particular and skilled 1-1 support to students as directed by the Inclusion Support Co-ordinators or SENDCo/Assistant SENDCo.
- To encourage the inclusion of students with SEND in a mainstream setting, but also to work with our high achieving students in order that each individual student is able to achieve their potential.
- To make a practical contribution to the implementation of the student's One Plan and/or Education Health Care Plan.
- To model, within class, support strategies designed to encourage and develop independence in a variety of settings, i.e. with individuals and group/whole class settings
- Understand specific learning needs and styles and provide differentiated support to students individually and within a group in partnership with the teacher.
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to students' responses as appropriate.
- Establish positive relationships with students.
- Provide feedback to students in relation to attainment and progress under the guidance of the teacher.
- Support students with activities which support literacy and numeracy skills.
- Support the use of ICT and develop students' competence and independence in its use.
- Promote positive student behaviour in line with school policies and help keep students on task.
- To provide cover with the first aid room as First Aider on call
- To understand and apply school policies in relation to health, safety and welfare.
- Attend relevant training and take responsibility for own personal development.
- Attend relevant school meetings as required.
- To respect confidentiality at all times.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the Sigma Trust's Equal Opportunities Policy.





# Person Specification

	Essential	Desirable
Degree in relevant subject	✓	
ICT literate and able to use ICT to enhance learning.	✓	
Effective time management.	✓	
Excellent organisation skills.	✓	
Experience in an education setting.	✓	
A commitment to undertake further professional development.		✓
Ambition and drive.	✓	
The ability to work autonomously and as part of a team.	✓	
The ability to motivate and develop students.	✓	
The ability to assist with coordination of activities.	✓	
Excellent interpersonal skills.	✓	
Excellent communication skills with all stakeholders.	✓	
A genuine commitment to inclusive education for students in a comprehensive and a multicultural environment.	✓	
A willingness to contribute to the wider life of the school.		✓