

Hampsthwaite Primary School



JOB DESCRIPTION

POST:	General Teaching Assistant (GTA)
GRADE:	C/D – SCP 3-6
RESPONSIBLE TO:	Headteacher and Class Teachers
STAFF MANAGED:	None
POST REFERENCE:	
JOB PURPOSE:	To work collaboratively with teaching staff to enhance the quality of teaching and learning by providing targeted support to individual pupils or small groups. This includes delivering structured, teacher-designed interventions with fidelity, implementing high-quality instructional routines, and contributing to assessment and feedback processes. The role may be carried out within the classroom or in another appropriate school setting, with access to guidance and professional support as required.
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Supporting Learning & Development	<ul style="list-style-type: none"> • Support the delivery of planned learning and behaviour approaches across KS1 and KS2, following the teacher’s direction and ensuring consistency. • Provide brief, structured feedback to the teacher on pupils’ learning, behaviour and engagement to support next-step planning. • Interact with pupils in ways that promote thinking, language development and independence, including the use of purposeful questioning appropriate to KS1 and KS2. • Assist teachers in applying effective behaviour management and teaching strategies consistently across both key stages. • Support pupils’ social, emotional and wellbeing needs, including contributing to programmes that develop personal, social and physical skills. • Escort and supervise pupils during educational visits and out-of-school experiences, ensuring safety and inclusion for all pupils. • Undertake break-time supervision, promoting positive play, safety and social interaction for KS1 and KS2 pupils.
Communication	<ul style="list-style-type: none"> • Under the general direction of the teacher participate in establishing and maintaining effective relationships with pupils, parents/carers and with other agencies/professionals • Communicate effectively with all pupils, families, carers and other agencies / professionals
Sharing Information	<ul style="list-style-type: none"> • Share information confidentially about pupils with teachers and other professional as required • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality • Participate in staff meetings and training (where required)
Safeguarding and Promoting the Welfare of Children/Young People	<ul style="list-style-type: none"> • Carry out tasks associated with pupils’ personal hygiene, (including personal intimate care) and welfare, including physical and medical needs, whilst encouraging independence • Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate

Administration/Other	<ul style="list-style-type: none"> • Prepare classroom materials and learning areas, and undertake minor clerical duties e.g. photocopying and displaying pupils' work • Support the use of ICT and adhere to relevant policies • Supervise and provide access arrangements for pupils sitting internal and external examinations and tests as required, ensuring that examinations comply with the Examination Board Regulations • Participate in appraisal, training and other learning activities
Health & Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure • Work with colleagues and others to maintain health, safety and welfare within the working environment
Data Protection	<ul style="list-style-type: none"> • To comply with the Trust's policies and support documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Equalities	<ul style="list-style-type: none"> • Promote inclusion and acceptance of all pupils • Within own area of responsibility, work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and value
Flexibility	<ul style="list-style-type: none"> • Yorkshire Causeway Schools Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with YCST Policies and Procedures.

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PERSON SPECIFICATION

General Teaching Assistant (Grade C/D)

Essential upon appointment	Desirable upon appointment (if not attained, development may be provided for successful candidate)
<p>Knowledge</p> <ul style="list-style-type: none"> • An awareness of child/young person’s development and learning • An understanding that children/young people have differing needs 	<ul style="list-style-type: none"> • Good understanding of child development and learning processes • Knowledge of behaviour management techniques • Knowledge of Child Protection and Health & Safety policies and procedures • Knowledge of inclusive practice
<p>Experience</p> <ul style="list-style-type: none"> • Experience appropriate to working with children in a learning environment 	
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with a range of staff, children, young people, their families and carers • Good reading, writing and numeracy Skills 	<ul style="list-style-type: none"> • Basic ICT Skills
<p>Qualifications</p> <ul style="list-style-type: none"> • Enhanced DBS clearance 	<ul style="list-style-type: none"> • First Aid Qualification • Relevant NVQ Level 2 qualification or equivalent/experience • Relevant NVQ level 3
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Demonstrable interpersonal skills. • Ability to work successfully in a team. • Confidentiality • Flexibility 	<ul style="list-style-type: none"> • Creativity
<p>Other Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS Clearance • To be committed to the school’s policies and ethos • To be committed to Continuing Professional Development • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes • Ability to use authority and maintaining discipline • An empathy for equality & diversity 	

<ul style="list-style-type: none">• The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post	
<p>Equal Opportunities</p> <ul style="list-style-type: none">• To assist in ensuring that the Trust's equalities policies are considered within the school's working practices in terms of both employment and service delivery.	