

JOB DESCRIPTION



JOB TITLE: General Teaching Assistant

GRADE: Grade CD (point 3-6)

RESPONSIBLE TO: Head Teacher / Senior Advanced Teaching Assistant / Higher Level Teaching Assistant/ SENCO/Inclusion Manager

JOB PURPOSE: To work with teachers and other school employees to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff, and may be responsible for some learning activities within the overall teaching plan. May work in the classroom or appropriate location within the school, with access to support and guidance as required.

To provide support to pupils including promoting pupils' independence, self-esteem, and social inclusion

JOB CONTEXT:

- The school/ Trust is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.
- The school/ Trust is committed to supporting the needs of all children so that they can fulfil their full potential. This includes supporting children with their Social, Emotional and Mental Health (SEMH) needs and wellbeing. We expect all staff and volunteers to share this commitment.
- The school/ Trust supports access to the curriculum for all children as part of the Trust's commitment to inclusive education.
- The school/ Trust is inclusive to all children and will support their individual needs. In line with the school's commitment to ensure access to education for all children, the school may require staff to support children/s medical needs (loco parentis) in line with a healthcare plan. Where required, additional training will be provided as appropriate, and an additional allowance may be an entitlement whilst undertaking such duties.
- All Trust employees are responsible for contributing to a learning environment that is innovative, engaging, happy and fulfilling for all pupils, and for ensuring all pupils' safety and welfare

ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational management	<ul style="list-style-type: none"> ● Support pre planned learning and SEMH activities as directed by the teacher ● Using agreed structured observation as directed by the class teacher to feedback on learning, behaviour, participation, progress and achievement, to support the planning and evaluation of the learning process in respect of groups and individual students ● Interact with pupils in ways that support the development of their ability to think and learn, including the use of careful questioning ● Support pupils with special educational needs through assisting with the delivery of specific learning programmes in line with the individual education plan (IEP) targets and to IEP reviews, for example through working one to one or with a small group on phonics catch-up activities. ● Support the facilitation of pupils' access to educational provision as indicated by their Education, Health and Care Plan, where appropriately delegated ● Assist teachers in the implementation of appropriate behaviour management and teaching & learning strategies in accordance with whole school policy ● Support pupils in their social and emotional wellbeing, in implementing related programmes, including those with additional SEND and wellbeing needs, physical needs and medical needs with training, encouraging and modelling positive behaviour in line with school policy. ● Work alongside teachers in in escorting and supervising pupils on educational visits and out of school activities ● Undertake allocated supervision during break times as required ● Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role, for example through feeding back to the class teacher about progress that the pupil has made during a learning activity. ● Prepare for lessons appropriately including reading of materials shared prior.
Resource management	<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
Communications	<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 and colleagues ● Be clear about the level of instruction, procedures and guidance that this role works within ● Communicate effectively with all pupils, families, carers and other agencies / professionals

	<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
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
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 • This STAR MAT is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

Appropriate Duties	Duties that are not appropriate for this role and should be allocated to another role which includes these within their responsibility
Assisting with the supervision of groups and individual pupils as required.	Taking responsibility for a whole class for a full lesson
Supporting the learning process under the direction of the teaching or other appropriate staff.	Delivering learning activities to pupils except in support of and under the direction of the class teacher (not for whole classes)
Participating in relevant training as appropriate.	Be providing cover for teaching absences
Contributing information to planning and assessment.	Specific allocation to support individual pupils' SEMH or wellbeing needs – for example

	designated regular support to pupils who are dysregulated
Support all pupils' wellbeing in the classroom setting	

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

PERSON SPECIFICATION FOR
General Teaching Assistant

Essential upon appointment	Desirable on appointment
Knowledge	
<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
Experience	
<ul style="list-style-type: none"> • Experience appropriate to working with children across Key Stages 1 and 2 	
Qualifications	
<ul style="list-style-type: none"> • Relevant NVQ Level 2 qualification or equivalent 	<ul style="list-style-type: none"> • Relevant NVQ level 3 • Appropriate first aid training
Occupational Skills	
<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
Personal Qualities	
<ul style="list-style-type: none"> • Demonstrable interpersonal skills. • Ability to work successfully in a team. • Confidentiality 	<ul style="list-style-type: none"> • Creativity

<ul style="list-style-type: none"> ● Flexibility 	
Other Requirements	
<ul style="list-style-type: none"> ● Enhanced DBS Clearance ● Through their role and work to positively promote the distinctive Christian ethos and practice of the school ● 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 maintain discipline ● An empathy for equality & diversity ● The ability to converse at ease with stakeholders and provide advice in accurate spoken English is essential for the post 	