



JOB DESCRIPTION

POST:	General Teaching Assistant (GTA)
GRADE:	Band CD
RESPONSIBLE TO:	Executive Headteacher/Assistant Headteacher
STAFF MANAGED:	None
JOB PURPOSE:	To work with teachers 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. Will work in the classroom or appropriate location within the school, with access to support and guidance as required.
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Supporting Learning & Development	<ul style="list-style-type: none"> ● Support pre planned learning/behaviour activities as directed by the teacher ● Using agreed structured observation as directed by the class teacher to feedback on learning, behaviour, participation 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 ● Assist teachers in the implementation of appropriate behaviour management and teaching & learning strategies ● Support pupils in their social and emotional wellbeing, in implementing related programmes, including social, health and physical needs ● Assist in escorting and supervising pupils on educational visits and out of school activities ● Undertake break supervision as required
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
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

	<ul style="list-style-type: none"> ● 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 STARMAT's policies and supporting 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 values
Customer Service	<ul style="list-style-type: none"> ● The STARMAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment ● The STARMAT requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values
Date of Issue:	November 2022

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of the Trust and School organisation and may change either as your contract changes or as the organisation of the Trust or 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 Trust and 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 STAR MAT and school's policies, and supporting documentation in respect of these issues.

STAR MAT Safeguarding Statement:

The STAR MAT is committed to equality and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.



General Teaching Assistant - Person Specification

CRITERIA	ESSENTIAL (E) / DESIRABLE (D)
Qualifications and Training	
<ul style="list-style-type: none"> ● Maths and English GCSE or equivalent 	E
<ul style="list-style-type: none"> ● Relevant NVQ Level 2 qualification or equivalent 	D
<ul style="list-style-type: none"> ● Appropriate first aid training 	D
Experience	
<ul style="list-style-type: none"> ● Experience of working with children in a learning environment 	E
<ul style="list-style-type: none"> ● Experience of working with children who have additional learning and communication needs 	D
<ul style="list-style-type: none"> ● Experience of working with children requiring pastoral care 	D
<ul style="list-style-type: none"> ● Experience of delivering learning interventions 	D
Skills and Knowledge	
<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, families, carers and external agencies 	E
<ul style="list-style-type: none"> ● Good reading, writing, maths and IT skills 	E
<ul style="list-style-type: none"> ● Knowledge of Child Protection and Health & Safety policies and procedures 	D
<ul style="list-style-type: none"> ● Good understanding of child development and learning processes: recognising individual's learning differences and the strategies to remove barriers to learning 	D
<ul style="list-style-type: none"> ● Knowledge of behaviour management techniques 	D
<ul style="list-style-type: none"> ● Knowledge of inclusive practice 	D
Personal Qualities	
<ul style="list-style-type: none"> ● Demonstrable interpersonal skills 	E
<ul style="list-style-type: none"> ● Ability to work successfully in a team 	E
<ul style="list-style-type: none"> ● Motivated approach to duties 	E
<ul style="list-style-type: none"> ● Confidentiality 	E
<ul style="list-style-type: none"> ● Ability to use own initiative 	E
<ul style="list-style-type: none"> ● Flexibility 	E
<ul style="list-style-type: none"> ● Creativity 	E
<ul style="list-style-type: none"> ● Good sense of humour 	E
<ul style="list-style-type: none"> ● Ambition and professionalism 	E
Other Requirements	
<ul style="list-style-type: none"> ● Enhanced DBS clearance 	E
<ul style="list-style-type: none"> ● Commitment to the school's policies and ethos 	E
<ul style="list-style-type: none"> ● Commitment to Continuing Professional Development 	E
<ul style="list-style-type: none"> ● Motivation to work with children and young people 	E
<ul style="list-style-type: none"> ● Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	E
<ul style="list-style-type: none"> ● Emotional resilience in working with challenging behaviours and attitudes 	E
<ul style="list-style-type: none"> ● Ability to manage a range of behaviours 	E
<ul style="list-style-type: none"> ● An empathy for equality and diversity 	E
Equal Opportunities	
<ul style="list-style-type: none"> ● To assist in ensuring that the STAR MAT's Equalities policies are considered within the school's working practices in terms of both employment and service delivery 	E