



General Teaching Assistant - Job Description

Grade:	Grade C, points 2-4
Hours:	32 hours- 8.30-12.15pm and 12.45-3.15pm
Responsible To:	Headteacher

Rationale

The Teacher and General Teaching Assistant (GTA) represent a team, working collaboratively to support pupils on an individual, group or whole class basis and may be responsible for some learning activities within the overall teaching plan. Teaching assistants play an important role in extending and enhancing teaching and learning. A teaching assistant works under the direction of a class teacher, the teacher having ultimate responsibility for the children's learning.

Teaching assistants are integral to ensuring all young people are included in school and achieve success in their learning and may work in the classroom or appropriate location within the school, with access to support and guidance as required.

Accountabilities / Main Responsibilities

Supporting learning and development

- Support pre-planned learning as directed by the class teacher
- Use agreed structured observation as directed by the class teacher to feed back on learning, behaviour, participation and achievement, and to support the planning and evaluation of the learning process in respect of groups and individual children
- Interact with pupils in ways that support the development of their ability to think and learn, including the use of careful questioning
- Assist class teachers in the implementation of appropriate behaviour management and teaching and learning strategies
- Support children in their social and emotional wellbeing, in implementing related programmes, including Thrive and identified therapeutic interventions
- Assist in escorting and supervising children on educational visits and out of school activities
- Undertake break supervision as required

Effective communication and engagement

- Under the general direction of the class teacher take part in establishing and maintaining constructive relationships with children, parents / carers and with other agencies / professionals
- Communicate effectively with all children, parents / carers and with other agencies / professionals
- Provide support and encouragement to children

- Recognise that communication is a two way process
- Share information confidentially about children with teachers and other professionals as required
- Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality
- Participate in staff meetings and training as required

Student development

- Support the learning process under the direction of the class teacher or other appropriate staff
- Provide, with appropriate guidance and supervision limits, educational, emotional and physical support to children
- Assist in the implementation of appropriate behaviour management strategies
- Observe children's behaviour, understand its context, and notice any unexpected changes
- Know how to interact with children in ways that support the development of their ability to think, learn and make progress
- To carry out programmes of work (including the Thrive programme) under the guidance of a subject teacher or SENCO

Safeguarding and promoting the welfare of pupils

- If required, carry out tasks associated with children's' 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 children in line with policy and legislation, raising concerns as appropriate
- Assist with the supervision of groups and individual children, 1:1 as required.

Supporting transitions

- Listen to concerns; recognise and take account of signs of change in attitudes and behaviour
- Understand your own role and its limits, and the importance of providing care or support

Multi-agency working

- Know the value and expertise you bring to a team and that brought by your colleagues
- Work in a team context; forging and sustaining relationships across agencies and respecting the contribution of others working with children and families

Sharing information

- Provide feedback, as requested, to the class teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual children
- Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security
- Understand the importance of sharing information, how it can help and the dangers of not doing so
- Be aware of own (and others') professional boundaries
- Attend staff meetings and training days by agreement with the Headteacher
- To assist in the planning, delivering, monitoring and reviewing of student progress and contribute to Annual Reviews

Administration / other

- Prepare classroom materials and learning areas, and undertake minor clerical duties e.g. photocopying and displaying children's work
- Support the use of ICT and adhere to relevant policies
- Participate in the school's Performance Management scheme
- Supervise children sitting internal and external assessments/ examinations as required, ensuring that examinations comply with the assessment/examination guidelines
- Participate in appraisal, training and other learning activities and performance development as required

Health and safety

- 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 policies and procedures
- Work with colleagues and others to maintain health, safety and welfare within the working environment

Data protection

- To comply with the STAR MAT's policies and supporting documentation in relation to Information Governance, this includes Data Protection, Information Security and Confidentiality

Equalities

- Promote inclusion and acceptance of all children
- 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
- Ensure services are delivered in accordance with the aims of the Equality Policy Statement
- Develop own understanding of equality issues

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 such reasonable duties within the STAR MAT (which could involve working at other schools) as may be required for the benefit of the school and the children's education and well-being.

September 2022

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 ● Relevant NVQ Level 2 qualification or equivalent ● Appropriate first aid training 	E D D
Experience	
<ul style="list-style-type: none"> ● Experience of working with children in a learning environment ● Experience of working with children who have additional learning and communication needs ● Experience of working with children requiring pastoral care ● Experience of delivering learning interventions 	E D D 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 and carers ● Good reading, writing, numeracy and IT skills ● Knowledge of Child Protection and Health & Safety policies and procedures ● Good understanding of child development and learning processes: recognising individual's learning differences and the strategies to remove barriers to learning ● Knowledge of behaviour management techniques ● Knowledge of inclusive practice 	E E E D D D
Personal Qualities	
<ul style="list-style-type: none"> ● Demonstrable interpersonal skills ● Ability to work successfully in a team ● Motivated approach to duties ● Confidentiality ● Ability to use own initiative ● Flexibility ● Creativity ● Good sense of humour ● Ambition and professionalism 	E E E E E E E E E
Other Requirements	
<ul style="list-style-type: none"> ● Enhanced DBS clearance ● Commitment to the school's policies and ethos ● Commitment 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 	E E E E E
<ul style="list-style-type: none"> ● Emotional resilience in working with challenging behaviours and attitudes ● Ability to manage a range of behaviours ● An empathy for equality and diversity 	E E 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