



Roecliffe Church of England Primary School

Roecliffe, Boroughbridge, York,

North Yorkshire. YO51 9LY

Tel: 01423 322302

E Mail: office@roecliffeschool.co.uk

Website: www.roecliffe.n-yorks.sch.uk

Headteacher:
Mrs Lesley Briggs

Dear applicant

Thank you for your interest in the position of General Teaching Assistant at Roecliffe CE Primary School.

This role is 32.5 hours per week and the hours are 8.30am – 3.30pm Monday - Friday. The pay grade is band C (SCP 2-4).

Roecliffe CE Primary School is a small, successful primary school located near Boroughbridge. In November 2017, Ofsted rated us Good or Outstanding in all four categories and Good overall.

An exciting opportunity has arisen for an excellent General Teaching Assistant to join our classroom support team. We are looking to appoint an excellent General Teaching Assistant who has experience of supporting primary aged children, particularly those in upper KS2. The role will entail a mixture of whole class support, and also small group and 1:1 support, working closely with the class teacher and other support staff.

You may already be working in a school and hold a level 2 qualification, though this is not essential and we welcome applications from individuals with experience working with children in a non-classroom setting and recent graduates looking to obtain classroom experience with a view to train to teach.

Personality is key as you will have excellent communication skills and a calm and understanding manner, be flexible in your approach and have the ability to develop secure relationships with parents, staff and children.

Completed application forms should be returned to the school by email (office@roecliffeschool.co.uk) **by 9am on Monday 12th September**. Interviews will be held on **Friday 16th September 2022**.

Yours sincerely,

Mrs Lesley Briggs

JOB DESCRIPTION - GTA

POST:	General Teaching Assistant (GTA)
GRADE:	Grade C
RESPONSIBLE TO:	Head Teacher
STAFF MANAGED:	None
POST REF:	JOB FAMILY: 7
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. May work in the classroom or appropriate location within the school, with access to support and guidance as required.
JOB CONTEXT:	<p>This school 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.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</p>
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

	<ul style="list-style-type: none"> • 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 • 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 County Council'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 County Council 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 County Council 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:	14.3.22

PERSON SPECIFICATION

JOB TITLE: 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 in an learning environment 	
Qualifications <ul style="list-style-type: none"> Excellent written and verbal communication skills 	Appropriate first aid training
Occupational Skills <ul style="list-style-type: none"> Excellent 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 Flexibility Positivity and enthusiasm Ability to solve problems and use self-initiative 	<ul style="list-style-type: none"> Creativity
Other Requirements <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 The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post 	