

# 

*JOB DESCRIPTION*

|  |  |  |  |
| --- | --- | --- | --- |
| POST: | General Teaching Assistant (GTA) – Goldsborough Sicklinghall Federation  Sicklinghall Community Primary School (Federated Contract) | | |
| GRADE: | Grade C Scale point 4 **Monday - Friday:** 8:30am – 4pm  **Term Time Only** | | |
| RESPONSIBLE TO: | Headteacher / Assistant Headteacher / SENCO | | |
| STAFF MANAGED: | None | | |
| POST REF: |  | JOB FAMILY: | 7 |
| JOB PURPOSE: | To work with teachers to support teaching and learning in a mixed age class by working with individuals or small groups of pupils under the direction of the Teacher. To be responsible for some learning activities and interventions within the overall teaching plan. To work in the classroom or appropriate location within the school, with access to support and guidance as required. To meet GTA Performance management objectives. | | |
| JOB CONTEXT: | The Goldsborough Sicklinghall Federation 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. An ability to fulfil all spoken aspects of the role with confidence through the medium of English. | | |
| **ACCOUNTABILITIES / MAIN RESPONSIBILITIES** | | | |
| **Supporting Learning & Development** | * 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. * Assist the teacher with setting up the classroom and areas of provision. * 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** | * 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 and professionally with all pupils, families, carers and other agencies / professionals. * Complete CPOMS safeguarding logs in a timely manner. | | |
| **Sharing information** | * 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 as required – Tuesday 4-5:30pm. This is **not** a weekly expectation and they will be paid as overtime; they are ad-hoc meetings and will be shared in advance. Team meetings may also be required. | | |
| **Safeguarding and Promoting the Welfare of Children/Young People** | * Carry out tasks associated with pupils’ personal hygiene, (including personal intimate care - **t*his is unlikely in this role*** *but may be expected at times)****,*** welfare, including physical and medical needs if necessary, 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** | * 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** | * 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 all policies relating to Health and Safety policy and procedure, including code of conduct and appropriate dress. * Take Health and Safety seriously and report all concerns to the Class Teacher, acting immediately where possible to remove risks; and to work with colleagues and others to maintain health, safety and welfare within the working environment. | | |
| **Data Protection** | * 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** | * 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 | 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: | **13.6.22** | | |

**PERSON SPECIFICATION**

**JOB TITLE: General Teaching Assistant**

|  |  |
| --- | --- |
| **Essential upon appointment** | **Desirable on appointment** |
| **Knowledge**   * An awareness of child/young person’s development and learning. * An understanding that children/Young people have differing needs. | * 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**   * Experience in supporting KS2 as a Teaching Assistant. * Has supported children with SEND. | * Flexibility to work longer days where possible. * Experience in supporting Year 5 and Year 6 as a Teaching Assistant. * Knowledge of Thrive and delivering Thrive interventions. |
| **Qualifications**   * Relevant NVQ Level 2 qualification or equivalent | * Relevant NVQ level 3 * Appropriate first aid training (Dependent on the school's needs - insert as appropriate) |
| **Occupational Skills**   * 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. * ICT Skills |  |
| **Personal Qualities**   * Demonstrable interpersonal skills. * Ability to work successfully in a team. * Confidentiality * Flexibility * Initiative * Calm and patient * Empathetic while maintaining professional boundaries. | * Creativity * Understanding of supporting vulnerable children, the importance of fostering positive and supportive relationships, and the process of ‘Emotion Coaching’ * Willingness to support in class after school if required (additional) * An understanding of Adverse Childhood Experiences |
| **Other Requirements**   * 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 |  |