

## Job Description

<b>Title of post</b>	<i>General Teaching Assistant</i>
<b>Salary</b>	<i>Grade C/D scale point 3 - 6</i>
<b>Hours of work</b>	<i>30 per week, Monday to Friday 8.45am until 3.15pm term-time only plus 3 training days.</i>
<b>Line manager and responsible for reviews</b>	<i>Headteacher</i>

### Purpose of the Post

Hookstone Chase Community Primary School is looking to appoint a General Teaching Assistant to support teaching and learning by working with individuals or small groups of pupils under direction of teaching staff. You may be responsible for some learning activities within the overall teaching plan.

Hookstone Chase Community Primary School is fully committed to safeguarding children and promoting their welfare and expects all staff to share in this commitment. All posts are subject to an Enhanced DBS with Barred List check.

This Job Description is furnished to assist staff joining Hookstone Chase Community Primary School to understand and appreciate the work content of their post and the role they are to play in the organisation.

Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake other reasonable duties commensurate with the purpose and salary level of this post.

Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when the post is reviewed.

Hookstone Chase Community Primary School is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the School's Services.

Hookstone Chase Community Primary School is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### Main Duties/Responsibilities

#### Supporting Learning and 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
- 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 with all pupils, families, carers and other agencies / professionals

### **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

### **Safeguarding and Promoting the Welfare of Children/Young People**

- 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**

- 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 the Health and Safety policy and procedure
- Work with colleagues and others to maintain health, safety and welfare within the working environment

### **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



*This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.*