

**Kirkbymoorside Community Primary School**

##### JOB DESCRIPTION

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| POST: | General Teaching Assistant (GTA - SEN ) |
| GRADE:  | Grade C |
| RESPONSIBLE TO: | Pre School Lead /Head of School |
| STAFF MANAGED: | None |
| POST REF: |  | JOB FAMILY: | 7 |
| JOB PURPOSE: | To work under the direction of the Pre School Lead and other appropriate staff, in assisting in and contributing to the planning, delivery and evaluation of the learning process. The post holder will work in classes or other appropriate locations with access to support and guidance, supervising groups and /or individual pupils.  |
| **ACCOUNTABILITIES / MAIN RESPONSIBILITIES** |
| **Supporting Learning & Development** | * Support pre planned learning/behaviour activities as directed by the Pre School Lead.
* Using agreed structured observation as directed by the Pre School Lead 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 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
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| **Communication** | * Under the general direction of the Pre School Lead 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
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| **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
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| **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
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| **Administration/Other** | * Prepare classroom materials and learning areas, and undertake minor clerical duties e.g. photocopying and displaying pupils work
* Participate in appraisal, training and other learning activities
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| **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
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| **Data Protection** | * To comply with the Trust’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
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| **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
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| **Date of Issue:** | May 2022 |