

# SKIPTON GIRLS' HIGH SCHOOL

## JOB DESCRIPTION

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<b>Title of Post</b>	General Teaching Assistant (Special Needs)
<b>Salary:</b>	Grade C Points 2 – 4 £18,516 - £19,264 pro rata  (Actual salary £15,802 - £16,441)
<b>Line Manager and responsible for reviews:</b>	Student Progress Manager
<b>Hours of work</b>	37 hours per week – Term time only plus 5 training days
<b>Main Purpose of job:</b>	To support the teaching and learning of a pupil with Special Educational Needs on a 1:1 basis. The role will involve working under the direction of the class teachers and other appropriate staff.

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### Professional Responsibilities for all Associate Staff

#### All Associate Staff:

- Work within the Academy Conditions of Service
- Support and promote the ethos, policies and development plan of the Academy
- Take part in performance management procedures within the Academy
- Attend and contribute to appropriate professional development meetings and training activities
- Undertake whatever other duties might reasonably be requested by the Head or Line Manager subject to appropriate competence and training

#### Main duties and responsibilities

- To support teachers and other staff in assisting the delivery of the national curriculum and other learning processes, in direct contact with a visually impaired student,
- To monitor and evaluate students' responses to the learning activities and to feedback to appropriate members of staff.
- To support the use of ICT in learning activities and develop students' competence and independence in its use
- To help students to access learning activities through classroom support
- To determine the need for, prepare and maintain general and specialist equipment and resources.
- To (on occasions) work with other students under the direction of the class teacher and the other appropriate staff.

#### Effective Communication and engagement with children, young people, their families and carers

- Under the general direction of the SENDCo take part in establishing constructive relationships with students, parents/carers and with other agencies/professionals.
- Understand the barriers to students' learning.
- Communicate effectively with all students, families and carers.
- Provide support and encouragement to students of all abilities and needs.

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## **Child and young person development**

- To support the learning process under the direction of the class teachers or other appropriate staff.
- To provide, with appropriate guidance and supervision limits, educational, emotional and physical support to students.
- To assist with the development and implementation of ILP's.
- To assist in the implementation of appropriate behaviour management strategies.
- To observe a student's behaviour, understand its context, and notice any unexpected changes.
- To promote the inclusion and acceptance of all students within the classroom.
- To promote independence and employ strategies to recognise and reward achievement of self-reliance.
- To know how to interact with young people in ways that support the development of their ability to think and learn.
- To develop and implement the student's EHCP.

## **Safeguarding and promoting the welfare of the child**

- To assist with the supervision of groups and individual students as required.
- To assist with break and lunchtime supervision if required
- To be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.

## **Multi-agency working**

- To understand the value and expertise you bring to a team and that brought by your colleagues.
- To work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children, young people and families.

## **Sharing information**

- 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, training days and management team meetings by agreement with the Head of Academy.

## **Administration/Other**

- Prepare materials and undertake minor clerical duties.
- Participate in the School's performance management scheme.
- Supervise students sitting internal and external examinations as required, ensuring that examinations comply with the Examination Board Regulations.
- Participate in training and other learning activities and performance development as required.

## **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

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### **Equalities**

- Ensure services are delivered in accordance with the aims of the equality Policy Statement
- Develop own understanding of equality issues

Undertake any other reasonable related duties and responsibilities of an equivalent nature, as may be determined by the post holder's supervisor from time to time, in consultation with the post holder.

Signed ..... Post Holder

Signed ..... Line Manager

Date .....