

## Job Description

<b>Title of post</b>	<b>GENERAL TEACHING ASSISTANT</b>
<b>Salary</b>	Grade C/D SCP 3 - 6 £24,796 – 25,989 FTE (Actual salary £17, 236.04 - £18,065.31)
<b>Hours of work</b>	30 hours per week (Mon-Fri 08:45am-15:15pm) Plus 5 Training Days
<b>Line manager and responsible for reviews</b>	Headteacher

### Purpose of the Post

The successful candidate will need to demonstrate kindness, care and patience, have a good sense of humour and be an excellent communicator. Resilience and a sense of responsibility in terms of providing the highest level of care and support for pupils and colleagues are essential.

Starbeck Primary Academy 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 Starbeck Primary Academy 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.

Northern Star Academies Trust 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.

Northern Star Academies Trust 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

General Teaching Assistant:

- Support pre planned learning / behaviour activities as directed by the teacher
- Use 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 pupils
- Interact with pupils in ways that support the development of their ability to think and learn, including careful questioning
- Assist teachers in the implementation of appropriate behaviour managements and teaching and 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
- Under the general direction of the teacher participate in establishing and maintaining effective relationships with pupils, parents/carers and with other agencies / professionals
- Prepare classroom materials and learning areas and undertake minor clerical duties e.g. Photocopying and displaying pupils' work

*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.*