

JOB PROFILE

Post Title:	General Teaching Assistant with HLTA Responsibility
Reporting Relationships:	Class Teacher, Headteacher
Salary:	GTA: Grade C, SCP 2 – 4 and HLTA: Grade F, 8 - 13
Location:	St Mary's Catholic Primary School, Malton
Contract:	Permanent, 21 hours per week, Term time only

Job Purpose:

The successful applicant will be expected to work effectively to help teaching staff provide excellent learning opportunities for our children. The role requires working with class teacher(s) to raise the learning and attainment of pupils, as well as providing support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

Main Duties and Responsibilities

The Post holder working to this job description may undertake any of the following main duties and responsibilities.

- Support the classroom teacher in delivering the curriculum
- To cover and lead class teaching as and when appropriate
- Supporting SEND children on a 1 to 1 basis, when required
- Support pupils' learning activities, attend to additional learning needs, and aid development
- Use you own area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan your own role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how to support the inclusion of pupils in the learning activities
- Support pupils in their individual learning and development
- Assist with the care and support of pupils
- Contribute to the health and well-being of pupils
- Establish and maintain relationships with individual pupils and groups
- Contribute to the management of pupils' behaviour
- Assist pupils in carrying out schemes of work and programmes set by teaching staff
- Maintain appropriate liaison with parents and staff
- Assist with the provision for specialist support for individuals and groups of children with behaviour, social, emotional and learning needs
- Maintaining accurate records
- To provide duty supervision at designated breaks and afterschool clubs, if required
- Maintain confidentiality
- Assist with the presentation of classroom displays
- Undertaking any other duties that may be reasonably regarded as commensurate with the grade and purpose of the post
- Take responsibility for a group or class of children as directed by the teacher
- Interact with and support children, providing them with a secure environment in which to learn
- Produce teaching resources
- Organise learning materials and resources, and making imaginative use of resources
- Ensure that the health and safety of children and staff is maintained during all activities, both inside and outside the school
- To attend morning briefings, staff meetings and parents' evenings as required
- Participate in training and other learning activities and performance development as required to

meet individual pupil and staff needs

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the Trust's Equality Policy and Race Equality Scheme.
- To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the SMCCAT may determine.

The successful applicant will be required to comply with all trust policies.

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	Qualifications & Education	Essential	Desirable
1	Teaching Assistant Qualification/Higher Level Teaching Assistant Qualification, or equivalent.	✓	
2	First Aid Qualification		✓
3	Minimum of 5 GCSE passes at Grade C/4 or equivalent, including Maths & English		✓

	Experience & Knowledge	Essential	Desirable
4	Knowledge and understanding of child development and appropriate play activities	✓	
5	Experience of planning and leading teaching and learning activities	✓	
6	Understanding effective teaching methods		✓
7	Secure understanding of safeguarding and child protection procedures	✓	
8	Experience of working as a TA in a school	✓	

	Skills	Essential	Desirable
9	Demonstrable interpersonal skills.	✓	
10	Ability to work successfully in a team.	✓	
11	Confidentiality.	✓	
12	Initiative	✓	
13	Motivation to work with children and young people.	✓	
14	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	✓	
15	To assist in ensuring that St Margaret Clitherow Catholic Academy Trust's equalities policies are considered within the school's working practices in terms of both employment and service delivery.		✓
16	The ability to converse at ease with customers and provide advice in accurate spoken English in line with Code of Practice on the English language requirements for public sector workers		✓

	Personal Attributes & Other Requirements	Essential	Desirable
17	A willingness to support Catholic / Christian ethos of schools	✓	
18	To assist in ensuring that St Margaret Clitherow Catholic Academy Trust's equalities policies are considered within the school's working practices in terms of both employment and service delivery	✓	
19	Emotional resilience in working with challenging behaviours; and, attitudes to use authority and maintaining discipline.	✓	