



St. Peter's

Church of England Primary School

LOVE LEARN SHINE
Shine in the light and love of God.

JOB DESCRIPTION

POST:	General Teaching Assistant (GTA) with SEN allowance
GRADE:	Grade C
RESPONSIBLE TO:	Head Teacher
STAFF MANAGED:	None
JOB PURPOSE:	To work with the class teacher supporting a child with SEND on a one-to-one basis. There will also be the need to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff, and may be responsible for some learning activities within the overall teaching plan. May work in the classroom or appropriate location within the school, with access to support and guidance as required.
JOB CONTEXT:	<p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Supporting Learning & Development	<ul style="list-style-type: none"> • 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 with the development and implementation of Individual Education/ Behaviour/ Support/ Mentoring plans • Develop 1:1 mentoring arrangements with a child • Assist in escorting and supervising pupils on educational visits and out of school activities • Provide information and advice to enable pupils to make choices about their own learning/ behaviour/ attendance. • Challenge and motivate pupils, promote and reinforce self-esteem.



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Communication	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Share information confidentially about pupils with teachers and other professional as required Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality Receive and hand over appropriate information at the beginning and end of the day
Safeguarding and Promoting the Welfare of Children/Young People	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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
Data Protection	<ul style="list-style-type: none"> To comply with the Trust's policies and supporting documentation in relation to Information Governance; this includes Data Protection, Information Security and Confidentiality
Equalities	<ul style="list-style-type: none"> 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

Telephone: 01423 569684 Fax: 01423 521080

Headteacher – Mr Paul Griffiths. Belford Road, Harrogate, North Yorkshire, HG1 1JA

Email: admin@stpeters.ycway.uk Website - <https://stpeters.ycst.co.uk>

Part of Yorkshire Causeway Schools Trust, a charitable company limited by guarantee registered in England and Wales with company number: 07663935. Registered Office: St Aidan's CE High School, Oatlands Drive, Harrogate, North Yorkshire, HG2 8JR.





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PERSON SPECIFICATION

JOB TITLE: General Teaching Assistant

Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none"> An awareness of child/young person's development and learning An understanding that children/Young people have differing needs 	<ul style="list-style-type: none"> Good understanding of child development and learning processes Knowledge of Behaviour management techniques Knowledge of Child Protection and Health & Safety policies and procedures Knowledge of inclusive practice Knowledge of practices for children with SEND
Experience <ul style="list-style-type: none"> Experience appropriate to working with children in an learning environment 	<ul style="list-style-type: none"> Experience working with children who have additional needs
Qualifications <ul style="list-style-type: none"> Relevant NVQ Level 2 qualification or equivalent 	<ul style="list-style-type: none"> Relevant NVQ level 3 Appropriate first aid training (Dependent on the school's needs - insert as appropriate)
Occupational Skills <ul style="list-style-type: none"> Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with a range of staff, children, young people, their families and carers Good reading, writing and numeracy Skills 	<ul style="list-style-type: none"> Basic ICT Skills
Personal Qualities <ul style="list-style-type: none"> Demonstrable interpersonal skills. Ability to work successfully in a team. Confidentiality Flexibility 	<ul style="list-style-type: none"> Creativity

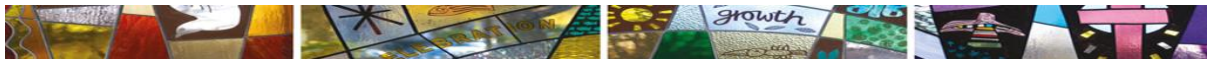
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Other Requirements

- Enhanced DBS Clearance
- To be committed to the school's policies and ethos
- To be committed to Continuing Professional Development
- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours and attitudes
- Ability to use authority and maintaining discipline
- An empathy for equality & diversity
- The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post

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