



## **JOB DESCRIPTION**

**Job Title:** Teaching Assistant  
**Grade:** A1/B1 (SCP 2-6)  
**Reporting to:** SEND Admin Manager

### **Job Purpose:**

- To work in the classroom with subject teachers, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.
- To plan and deliver 1-1 and small group intervention sessions to support pupils' specific learning needs.

### **Main Duties:**

- To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- To supervise and support pupils ensuring their safety and access to learning.
- To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- To promote the inclusion and acceptance of all pupils.
- To encourage pupils to interact with others and engage in activities led by the teacher.
- To encourage pupils to act independently as appropriate.
- To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- To undertake pupil record keeping as requested.
- To support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- To gather/report information from/to parents/carers as directed.
- To support pupils to understand instructions.
- To support pupils in respect of local and national learning strategies - literacy, numeracy, KS3, as directed by the teacher.
- To support pupils in using basic ICT as directed.
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To appreciate and support the role of other professionals.
- To attend relevant meetings as required.
- To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required.

### **Personal Responsibilities:**

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.



- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.
- To complete AM, Break, Lunch & PM duties as required by the Principal.

**Any Special Conditions of Service:**

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

*We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.*

**Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.**

**Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.**

## Person Specification Teaching Assistant

Criteria	Essential/ Desirable
<b>Qualifications</b>	<b>E/D</b>
• GCSE grade C/4 and above in Maths and/or English	<b>D</b>
• Related further education qualifications	<b>D</b>
<b>Knowledge and Skills</b>	<b>E/D</b>
• Good numeracy/literacy skills.	<b>E</b>
• Use basic technology – computer literate (Word and Excel), photocopying/general admin	<b>E</b>
• Ability to relate well to children and adults.	<b>E</b>
• Ability to work constructively as part of a team.	<b>E</b>
• Appropriate knowledge of first aid.	<b>D</b>
• To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.	<b>D</b>
• Understanding classroom roles and responsibilities and your own position within these.	<b>D</b>
<b>Experience</b>	<b>E/D</b>
• Working with or caring for children of relevant age.	<b>D</b>
<b>Continuous Professional Development</b>	<b>E/D</b>
• Evidence of commitment to Continuing Professional Development	<b>E</b>
<b>Other Conditions</b>	<b>E/D</b>
• Enhanced DBS Clearance.	<b>E</b>

*We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.*

**Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.**

**Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.**