



# Mowbray School

North Yorkshire County Council

Masham Road  
Bedale  
North Yorkshire  
DL8 2SD

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Executive Headteacher: Jonathan Tearle M.Ed B.Ed (Hons)

Head of School: Karen Pickles B.Ed MA PG Cert NPQH



## Mowbray School

### JOB DESCRIPTION

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| POST:   | General Teaching Assistant (GTA) SEN   |
| GRADE:  | Grade C  |
| RESPONSIBLE TO:                                 | Head of School / Senior Advanced Teaching Assistant / Higher Level Teaching Assistant/ SENCO/Inclusion Manager   |
| STAFF MANAGED:                                  | None   |
| POST REF:                                       | JOB FAMILY: 7  |
| JOB PURPOSE:                                    | <p>To work with staff to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and at times under the direction of HLTA's, Specialist non-teaching staff and ATA's. The post holder may be responsible for some learning activities within the overall teaching plan. May be required to work in any part of the school premises and participate in duties related to learning outside the school environment, for example;</p> <ul style="list-style-type: none"> <li>- School farm</li> <li>- Wild life area</li> <li>- Educational visits</li> <li>- Outdoor learning</li> <li>- Sporting events</li> </ul> <p>Required to work within a special school with pupils with challenging or complex difficulties to assist them with others to overcome barriers to learning.</p> <p>Due to the nature of the children's needs, the post holder must be able to meet the physical demands and duties of the role.</p> |
| <b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b> |  |
| <b>Supporting Learning &amp; Development</b>    | <ul style="list-style-type: none"> <li>• Carry out tasks associated with pupils' personal needs, including toileting, hygiene, dressing, feeding, (including personal intimate care) and welfare, including physical and identified health needs (under the direction of senior staff), whilst encouraging independence.</li> <li>• Act as a second signatory as required to assist others in the administration of emergency and daily medication to pupils.</li> <li>• Assist in moving and handling individuals using specialist equipment as required.</li> <li>• Work with pupils on therapy or care programmes, designed and overseen by a therapist or care professional.</li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>• Undertake break duties.</li> <li>• Support pre planned learning/behaviour activities as directed by staff leading the activity.</li> <li>• Using agreed structured observation as directed by the class teacher to feedback on learning, behaviour, participation and achievement, to support the teachers planning and evaluation of the learning process in respect of groups and individual students.</li> <li>• Interact with pupils in ways that support the development of their ability to think and learn, including the use of careful questioning.</li> <li>• Assist teachers in the implementation of appropriate behaviour management and teaching &amp; learning strategies.</li> <li>• Support pupils in their social and emotional wellbeing, in implementing related programmes, including social, health and physical needs.</li> <li>• Assist in escorting and supervising pupils on educational visits and out of school activities.</li> <li>• Undertake break supervision as required.</li> </ul> |
| <b>Communication</b>   | <ul style="list-style-type: none"> <li>• Where requested and necessary, under the general direction of the teacher participate in establishing and maintaining effective relationships with pupils, parents/carers and with other agencies/professionals</li> <li>• Where requested and necessary, communicate effectively with pupils, families, carers and other agencies / professionals.</li> </ul>   |
| <b>Sharing information</b>   | <ul style="list-style-type: none"> <li>• Share information confidentially about pupils with staff and other professionals as required.</li> <li>• Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality.</li> <li>• Participate in staff meetings.</li> </ul>  |
| <b>Safeguarding and Promoting the Welfare of Children/Young People</b> | <ul style="list-style-type: none"> <li>• Carry out tasks associated with pupils' personal hygiene, (including personal intimate care) and welfare, including physical and medical needs, whilst encouraging independence.</li> <li>• Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate.</li> <li>• Comply with safer working practices.</li> </ul>   |
| <b>Administration/Other</b>  | <ul style="list-style-type: none"> <li>• Prepare classroom materials and learning areas, and undertake minor clerical duties e.g. photocopying and displaying pupils work.</li> <li>• Support the use of ICT and adhere to relevant policies.</li> <li>• 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.</li> <li>• Participate in appraisal, training and other learning activities.</li> </ul>   |
| <b>Health &amp; Safety</b>   | <ul style="list-style-type: none"> <li>• 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.</li> <li>• Work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>   |
| <b>Data Protection</b>   | <ul style="list-style-type: none"> <li>• To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>  |
| <b>Equalities</b>  | <ul style="list-style-type: none"> <li>• Promote inclusion and acceptance of all pupils.</li> </ul>   |

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|                  | <ul style="list-style-type: none"> <li>• 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.</li> </ul>   |
| Customer Service | <ul style="list-style-type: none"> <li>• The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>• The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> </ul> |
| Date of Issue:   | 02.02.2022   |