GORSE

JOB DESCRIPTION

Job Title: Teaching Assistant (Beacon)
Grade: A1/B1 SCP 2-6
Reporting to: Beacon Coordinator

Job Purpose:
To work under the direct instruction of teaching/senior staff, within the Beacon department - our mainstream academy SEND and Inclusion provision, to support the teacher on implementing a curriculum which is tailored to individual needs, enabling pupils to reach their full potential.

Main Duties:

- To attend to the students' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- To supervise and support students ensuring their safety and access to learning.
- To establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
- To promote the inclusion and acceptance of all students
- To encourage students to interact with others and engage in activities led by the teacher.
- To encourage students to act independently as appropriate.
- To prepare classroom as directed for lessons and clear afterwards and assist with the display of
- pupil's work.
- To be aware of student difficulties/progress/achievements and report to the teacher as agreed.
- To undertake student record keeping as requested
- To support the teacher in managing student behaviour, reporting difficulties as appropriate
- To gather/report information from/to parents/carers as directed
- To provide clerical/administrative support - photocopying, typing, filing etc.
- To support students to understand instructions.
- To support students in respect of local and national learning strategies - as directed by the teacher.
- To support students in using basic ICT as directed
- To prepare and maintain equipment/resources as directed by the teacher and assist students in their use.
- To be aware of and support difference and ensure all students 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 students out of lesson times, including before and after school and at lunchtimes.
- To accompany teaching staff and students on visits, trips and out of school activities as required.
- To implement specific speech and language programmes to individual pupils

- **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.

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- 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 the successful completion of the trust's 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.

Person Specification

Criteria	Essential/ Desirable
Qualifications	**E/D**
• GCSE Grade C/4 and above in Maths and/or English	**D**
• CSE level 2.	**D**
• Completion of DfES Teacher Assistant Induction Programme.	**D**
Knowledge and Skills	**E/D**
• Good numeracy/literacy skills.	**E**
• Use basic technology – computer, video, photocopier.	**E**
• Ability to relate well to children and adults.	**E**
• Ability to work constructively as part of a team.	**E**
• Appropriate knowledge of first aid.	**D**
• To be aware of policies and procedures relating to child. protection, health, safety and security, confidentiality and data protection.	**D**
• Understanding classroom roles and responsibilities and your own position within these.	**D**
Experience	**E/D**
• Working with or caring for children of relevant age.	**E**
• Experience or interest in working with children who have speech, language and communication difficulties	**D**
Continuous Professional Development	**E/D**
• Evidence of commitment to Continuing Professional Development	**E**
Other Conditions	**E/D**
• Enhanced DBS Clearance.	**E**

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.

The GORSE Academies Trust
c/o John Smeaton Academy, Smeaton Approach, Barwick Road, Leeds, LS15 8TA
T 0113 487 8888 | **E**: info@tgat.org.uk | **W** www.tgat.org.uk

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. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.

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