



## **Job Description – General Teaching Assistant**

**Post:** General Teaching Assistant

**Salary:** NJC Point 2-4

**Responsible to:** Teacher / Senior Advanced Teaching Assistant / Care Team Leader

### **Core Purpose**

To work with teachers 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.

### **Main Responsibilities**

- 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 in escorting and supervising pupils on educational visits and out of school activities
- Undertake break supervision as required

### **Communications**

- 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

### **Share Information**

- Share information confidentially about pupils with teachers and other professional as required
- Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality
- Participate in staff meetings

### **Safeguarding**

- To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate

### **Administration/Other**

- Prepare classroom materials and learning areas, and undertake minor clerical duties e.g. photocopying and displaying pupils work
- 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

### **Data Protection**

- To comply with the school's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

### **Health and Safety**

- 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.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.

### **Equalities**

- We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.
- Within own area of responsibility work in accordance with the aims of the Equality Policy Statement

### **Customer Service**

- The school 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.
- The school requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values.

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