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| **Teaching Assistant** |
| Phase  | Primary and Secondary |
| General principle | Teaching Assistants at GLF schools are employed to support the learning and development of all pupils. GLF Schools is committed to safeguarding and promoting the welfare of pupils and young people and expects all staff and volunteers to share this commitment. All staff are collectively responsible for implementing agreed school improvement priorities.  |
| Key duties and contributions: | Teaching Assistant duties and contributions include, but are not limited to:1. Under the guidance and direct supervision of teachers, facilitate pupils’ full participation in all aspects of learning and school life.
2. To develop pupils’ independent learning skills.
3. To focus on the development of pupils’ metacognitive skills, including planning, problem-solving and reviewing.
4. Support pupils’ social and emotional wellbeing.
5. Follow school policies and procedures.
6. Deliver structured interventions, including monitoring and recording progress data.
7. Provide the support that pupils may naturally require at transition points.
8. Provide verbal and written feedback on a regular and timely basis.
9. To be fully prepared for work with pupils, including having the right information and necessary resources.
10. Provide proactive support to ensure that all pupils have access to uncluttered, well-organised learning environments.
11. To ensure that all pupils have the resources necessary to access their learning as independently as possible.

Teaching Assistants may also undertake all or some of the following:1. Assist with break and lunchtime supervision, including facilitating social interaction, games and structured play activities.
2. Assist with supporting pupil educational visits.
3. Support pupils in using basic IT and assistive augmentative communication devices (AAC).
4. Invigilate or provide access arrangement support in assessments and national tests.
5. Assist with pupils’ personal care, administer medication or provide health care in line with school policy and Individual Health Care Plans.
6. Deliver therapy and/or care programmes designed by external agencies.
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| Person specification | Our schools are busy and dynamic environments. We work in large and diverse teams, where each person makes a valuable and unique contribution. We pride ourselves on healthy working practices and positive relationships with one another.* Passionate about pupils’ learning and social, emotional development.
* Able to develop positive relationships with pupils and adults.
* A commitment to the process of learning, as opposed to an over-emphasis on the final product or task completion.
* Committed to all pupils having the best opportunity to succeed, recognising that all pupils have different experiences and starting points.
* Ability to stay calm and objective, especially when responding to behaviours that are difficult or challenge us.
* An ability to play and be playful including within therapeutic interventions
* A commitment to personal professional development.
* The ability to scaffold pupils’ learning under the general principle of ‘least amount first’.
* To be a positive role model.
* Maths & English (Language) GCSE equivalent Grade C/ Grade 4 or higher or a willingness to work towards attaining this

Desirable:* Training in specific interventions e.g. Thrive / ELKLAN
* Teaching Assistant Apprenticeship (Level 3)
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