

## **Job Description: General Teaching Assistant**

<b>Title</b>	<b>General Teaching Assistant</b>
<b>Salary Grade</b>	<b>Grade C (scale points 2 – 4)</b>
<b>Contract Type</b>	<b>33.5 hours per week, term time only</b>
<b>Responsible to</b>	<b>Head of Inclusion</b>
<b>Overall responsibilities</b>	<b>To assist the Head of Inclusion with tasks required for the effective delivery of SEN provision and differentiated learning within the Inclusive Learning Group</b>

### **Summary of Key Tasks:**

<b>1.</b>	<b>Tasks/Responsibilities of a Teaching Assistant:</b>
1.1	Support individual students or groups of students in mainstream classes so that they can access the National Curriculum.
1.2	Listen to, counsel and advise students when necessary in order to raise their confidence and self-esteem.
1.3	Communicate with teaching/pastoral staff in order to give feedback and to let them know, when appropriate, if a student is experiencing difficulties.
1.4	Contribute to Annual Reviews, to keep records on students, and to progress reviews when appropriate. This is likely to include home-school liaison via teaching or pastoral staff.
1.5	Attend daily meetings with the Lead TA, and assist in planning and implementing short – term timetable changes required due to staff (TA) absence in order to provide full time support for specified pupils.
1.6	Assist with maintaining the Learning Support base and its equipment in good order.
1.7	Assist with duties relating to creating resources.
1.8	Supporting students who require special arrangements in internal and external tests, examinations, assessments and assignments.
1.9	Supporting students who require assistance with physical care, e.g. feeding, toileting and hygiene matters.
1.10	Providing in-class support within the classroom under the direction of the classroom teacher, SENCo Lead TA, assisting with behaviour, concentration, recording, reading, differentiation, social interaction etc.
1.11	Accompany students on educational visits, interviews etc, as directed by the SENCo and Lead TA
1.12	Provide break-time support for specified students as directed by the SENCo and Lead TA, and be flexible in response to students' needs.
1.13	Take responsibility for own professional development, participating in training and attending courses as directed by the SENCo.
1.14	Attend reviews and meetings as directed by the SENCo.
1.15	Liaise with parents, guardians and representatives of external agencies under the direction of the SENCo.
1.16	Keep up to date with relevant legislation and guidance in relation working with and the protection of children and young people.
1.17	Display commitment to the protection and safeguarding of children and young people.

1.18	Any other duties commensurate with the post as directed by the SENCo, Lead TA or the headteacher.
1.19	Be aware of and comply with policies and procedures relating to child protection, safeguarding and safe working practices.
1.20	Be aware of and comply with policies and procedures relating equal to opportunities, health and safety, security, confidentiality and data protection.
1.21	Attend relevant briefings and school meetings (not mentioned above) as required.
<b>2. Aptitudes:</b> Ability to:	
2.1	Communicate effectively with staff at all levels within the school.
2.2	Relate well to young people.
2.3	Take initiative and work independently.
2.4	Work to high levels of accuracy.
2.5	Be supportive of an effective safeguarding culture within the school.
2.6	Prioritise and plan to ensure completion of tasks.
2.7	Empathise and interact with young people in an appropriate manner.
<b>3. Skills:</b>	
3.1	ICT competence.
3.2	Problem solving.
3.3	Negotiation.
3.4	Organisational/administrative.
3.5	Forward thinking
3.6	Communication
3.7	Ability to work positively and effectively with young people.
<b>4. Characteristics:</b>	
4.1	Excellent attendance record.
4.2	Sense of humour.
4.3	Hard working.
4.4	Willingness to be flexible and work to meet the best interests of the school.
4.5	Willingness to undertake training in order to achieve appropriate qualifications.
4.6	Self motivated.
4.7	Team worker.

Job Description Prepared By:

Date:

Signed on behalf of the school:

Date:

Signed by post-holder:

Date: