JOB DESCRIPTION - GTA

Position	General Teaching Assistant (GTA SEN)
Grade	NJC Pt 7 - 8
Contract	Permanent, term time only + 5 PL days
Responsible to	Headteacher
Line Manager	Headteacher/Senior Management Team
Safeguarding	Enhanced DBS

JOB PURPOSE

To support teaching and other staff in assisting the delivery of the national curriculum and other learning processes, in direct contact with pupils. The role will involve working with both groups and individual pupils under the direction of the class teacher and other appropriate staff.

ACCOUNTABILITIES/MAIN RESPONSIBILITIES

Effective Communication and engagement with children, young people, their families and carers	• Under the general direction of the class teacher take part in establishing constructive relationships with children, parents/carers and with other agencies/professionals. • Communicate effectively with all children, young people families and carers. • Provide support and encouragement to children and young people. • Know that communication is a two way process
Child and young person development	• Support the learning process under the direction of the teaching or other appropriate staff. • Provide, with appropriate guidance and supervision limits, educational, emotional and physical support to students. • Assist in the implementation of appropriate behaviour management strategies. • Observe a child or young person's behaviour, understand its context and notice any unexpected changes.

	• Know how to interact with children in ways to support the development of their ability to think and learn.
Safeguarding and promoting the welfare of the child	• Assist with the supervision of groups and individual students as required. • Assist with playground supervision. • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.
Supporting Transitions	• Listen to conerns; recognise and take account of signs of change in attitudes and behaviours • Understand your own role and its limits and the importance of providing care or support.
Multi-agency working	• Know the value and expertise you bring to a team and that brought by your colleagues. • Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children, young people and families.
Sharing information	• Provide feedback, as requested, to the class teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual students. • Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security. • Understand the importance of sharing information, how it can help and the dangers of not doing so. • Be aware of own (and others') professional boundaries. • Know that www.everychildmatters.gov.uk provides further information about children, young people and families service and practice.

	• Attend staff meetings, training days and management team meetings by agreement with the Headteacher
Administration /Other	• Prepare materials and undertake minor clericial duties. • Participate in the School's performance management scheme. • Supervise pupils sitting internal and external examinations as required, ensuring that examinations comply with the Examination Board Regulations. • Participate in training and other learning activities and performance development as required.
Health & 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.
Equalities	• Ensure services are delivered in accordance with the aims of the equality Policy Statement. • Develop own understanding of equality issues.

Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

Equal Opportunities

Horizons Trust supports the principle of equality of opportunity in employment and has a clearly stated policy for Equalities.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT
Qualifications & Training			
Maths & English at Grade C or above or equivalent qualifications	X		2 & 5
Childcare Qualification at Level 2 (or equivalent).		X	2 & 5
First aid training		X	2 & 5
Experience			
Experience appropriate to working with children in an education setting.	X		2 & 4
Skills & Knowledge			
Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, children, young people, their families and carers.	X		2, 3 & 4
Good understanding of child development and learning processes.		X	2 & 4
Behaviour management		X	2 & 4
Personal Qualities			
Demonstrable interpersonal skills.	X		2 & 4
Ability to work successfully in a team.	X		2 & 4
Confidentiality.	X		2 & 4

Other Requirements To be committed to the school's policies and ethos. To be committed to Continuing Professional Development Motivation to work with children and young people. Ability to form and maintain appropriate relationships and personal boundaries with children and young people. Emotional resilience in working with challenging behaviours; and, attitudes to use authority and maintaining discipline.	X X X X X		2 & 4 2 & 4 2 & 4 2 & 4 2 & 4
Equal opportunities To assist in ensuring that The Woodlands Academy equalities policies are considered within the school's working practices in terms of both employment and service delivery	X		2 & 4

Assessment: 1. Test prior to shortlisting (i.e. all applicants) 4. Probing at interview

2. From application form 5. Documentary Evidence

3. Test after shortlisting 6. OTHER(Please specify)