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Children & Young People’s Service

**Hutton Rudby Primary School**

**JOB DESCRIPTION**

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| **POST:** | **General Teaching Assistant (GTA) - One to one role** |
| GRADE:  | Band 4 |
| RESPONSIBLE TO: | Head Teacher / Senior Advanced Teaching Assistant / Higher Level Teaching Assistant/ SENCO/Inclusion Manager |
| STAFF MANAGED: | None |
| POST REF: |  | JOB FAMILY: | 7 |
| **JOB PURPOSE:** | To work with teachers to support the teaching and learning of a year 1 pupil with cerebral palsy 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. |
| **ACCOUNTABILITIES / MAIN RESPONSIBILITIES** |
| **Supporting Learning & Development** | * Support pre planned learning/ therapy activities as directed / recommended by the teacher, NHS and independent therapists or parents
* Actively support the use of technology for communication and writing including preparing vocabulary / resources and supporting pre-learning tasks
* Using agreed structured recording systems as directed by the class teacher and visiting professionals to feedback on learning, communication, participation and achievement, to support the planning and evaluation of the learning process.
* Interact with the pupil in ways that support the development of his ability to communicate, to think and learn, including the use of careful questioning to establish understanding.
* Assist teachers in the implementation of appropriate teaching & learning strategies
* Support the pupil in his social and emotional wellbeing, in implementing related programmes, including communication, social, and physical needs
* Assist in escorting and supervising the pupil on educational visits and out of school activities
* Undertake break supervision as required
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| **Communication** | * 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
* Complete detailed records that inform the teacher, SENCO and other professionals of progress in a range of formats
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| **Sharing information** | * Share information confidentially about the pupil with teachers / colleagues and other professionals as required
* Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality
* Participate in staff meetings including multi-disciplinary planning meetings
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| **Safeguarding and Promoting the Welfare of Children/Young People** | * Carry out tasks associated with pupils’ personal hygiene, (including personal intimate care) and welfare, including physical and medical needs, whilst encouraging independence
* Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate
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| **Administration/Other** | * Prepare classroom materials and learning areas, and undertake clerical duties and record keeping e.g. photocopying, recording charts and displaying pupil’s work
* Support the use of ICT as a key target for the pupil as well as in general tasks relating to the role
* 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 as required
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| **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
* Work with colleagues and others to maintain health, safety and welfare within the working environment
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| **Data Protection** | * To comply with the County Council’s policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
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| **Equalities** | * Promote inclusion and acceptance of all pupils
* Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values
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| **Customer Service** | * The County Council 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 County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values
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| Date of Issue: |  |

**PERSON SPECIFICATION**

**JOB TITLE: General Teaching Assistant**

| **Essential upon appointment** | **Desirable on appointment** (if not attained, development may be provided for successful candidate) |
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| **Knowledge** |  |
| * An awareness of child/young person’s development and learning
* An understanding that children/Young people have differing needs
 | * Good understanding of child development and learning processes
* Knowledge of Behaviour management techniques
* Knowledge of Child Protection and Health & Safety policies and procedures
* Knowledge of inclusive practice
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| **Experience** |  |
| * Experience appropriate to working with children in an learning environment
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| **Qualifications** |  |
| * Relevant NVQ Level 2 qualification or equivalent
 | * Relevant NVQ level 3
* Appropriate first aid training (Dependent on the schools needs - insert as appropriate)
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| **Occupational Skills*** Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with a range of staff, children, young people, their families and carers
* Good reading, writing and numeracy Skills
 | * Basic ICT Skills
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| **Personal Qualities** |  |
| * Demonstrable interpersonal skills.
* Ability to work successfully in a team.
* Confidentiality
* Flexibility
 | * Creativity
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| **Other Requirements** |  |
| * Enhanced DBS Clearance
* 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
* Ability to use authority and maintaining discipline
* An empathy for equality & diversity
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