Longman's Hill Community Primary School

GTA Job Description

Job Title: General Teaching Assistant **Band:** 4

Responsible to: Head/Deputy Head

Overall Purpose of the job:

- To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils (small groups and individuals) and provide general support to the teacher in the management of pupils and the classroom.
- To provide general support to staff and pupils, including preparation, and routine maintenance of resources/equipment.

Support for Pupils:

- Provide educational, emotional and physical support to pupils
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate
- Support pupils in accessing learning activities as directed by the teacher

Support for Teachers:

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Provide clerical/admin support e.g. photocopying, typing, filing, collecting money etc
- Ensure the maintenance of a clean and orderly working environment
- Timely and accurate preparation of routine equipment/resources/materials as set out in instructions
- Assist the teacher with learning activities ensuring health and safety and good behaviour of pupils

Support for the Curriculum:

- Support pupils to understand instructions
- Support pupils in respect of local and national learning strategies, as directed by the teacher
- Support pupils in using ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use
- Monitor and arrange orderly and secure storage of supplies
- Under the direction of the class teacher, contribute to enhancing the learning environment; against with the display of pupils' work

Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

Experience:

- Working with or caring for children of relevant age within an education setting
- General technical/resource support

Qualifications:

- GCSE Grade C or above in English & Mathematics (or equivalent)
- Completion of NVQ 1 for Teaching Assistants or equivalent qualifications or experience

Knowledge/Skills

- Appropriate knowledge of first aid
- Use basic technology – computer, video, photocopier
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- Good written and verbal communication skills