

General Teaching Assistant

with Special Educational Needs Allowance

JOB DESCRIPTION

POST:	General Teaching Assistant (GTA) + SEN Allowance
GRADE:	Band C
RESPONSIBLE TO:	Headteacher / SENCO
STAFF MANAGED:	None
JOB PURPOSE:	To work under the direction of the teaching staff to support teaching and learning by working with identified children with specific learning / behavioural needs. To 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	<ul style="list-style-type: none"> • Support pre planned learning activities as directed by the teacher / SENCo • Using agreed structured observation as directed by the class teacher to feedback on learning, participation and achievement, to support the planning and evaluation of the learning process in respect of identified pupil • Interact with pupils in ways that support the development of their ability to think and learn, including the use of careful questioning • Assist teachers in the implementation of appropriate behaviour management and teaching & learning strategies • Support pupils in their social and emotional wellbeing, in implementing related programmes, including social, health and physical needs • Assist in escorting and supervising pupils on educational visits and out of school activities • Undertake break supervision as required
Communication	<ul style="list-style-type: none"> • 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
Sharing information	<ul style="list-style-type: none"> • Share information confidentially about pupils with teachers and other professionals as required • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality • Participate in staff meetings as required
Safeguarding and	

Promoting the Welfare of Children/Young People	<ul style="list-style-type: none">• Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate
Administration/Other	<ul style="list-style-type: none">• Prepare classroom materials and learning areas, and undertake minor clerical duties e.g. photocopying and displaying pupils work• Support the use of ICT and adhere to relevant policies• 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
Health & Safety	<ul style="list-style-type: none">• 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
Data Protection	<ul style="list-style-type: none">• To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Equalities	<ul style="list-style-type: none">• 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
Customer Service	<ul style="list-style-type: none">• 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
Date of Issue:	May 2021