



**GUISELEY  
SCHOOL**

## Teaching Assistant

<b>Grade:</b>	<b>Scale B3</b>
<b>Accountable to:</b>	<b>Classroom Teacher/Lead Teach Assistant</b>
<b>Accountable for:</b>	<b>N/A</b>
<b>Any Special Conditions of Service:</b>	Requirement to occasionally work outside of school hours and off school premises as required by the school.

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### ***Purpose of the Role:***

To work under the direct instruction of the SENDCo and teaching/senior staff, usually in the SSC or in the classroom with the teacher, to support access to learning for students and provide general support to the teacher in the management of students and the classroom.

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### **Main Duties and Responsibilities:**

1. To promote the inclusion and acceptance of all students
2. To encourage students to interact with others and engage in activities led by the teacher.
3. To encourage students to act independently as appropriate.
4. To supervise and support students ensuring their safety and access to learning.
5. To establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs
6. To support students to understand instructions.
7. To support students in respect of local and national learning strategies e.g. literacy, numeracy, KS3, as directed by the teacher
8. To support students in using basic ICT as directed
9. To attend to the students' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
10. To be aware of student problems/progress/achievements and report to the teacher as agreed
11. To support managing of student behaviour, reporting difficulties as appropriate
12. To prepare classroom/SSC as directed for lessons and clear afterwards and assist with the establishing an effective learning environment in the SSC and displaying of students' work
13. To undertake student record keeping as requested
14. To gather/report information from/to parents/carers as directed, including phoning parents/carers when required.
15. To provide clerical/admin. support e.g. photocopying, typing, filing
16. To prepare and maintain resources as directed by the SENDCo / teacher / HLTA and assist students in their use.
17. To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
18. To attend relevant meetings as required

19. To assist with the supervision of students out of lesson times, including before and after school and at lunchtimes
20. To accompany teaching staff and students on visits, trips and out of school activities as required

### **Other duties and responsibilities**

1. To participate in professional and personal development programmes as required, including training and performance review.
2. To contribute to the school ethos through demonstrating a flexible approach to undertaking tasks and responsibilities.
3. To contribute to the administration team ethos through demonstrating a flexible approach to undertaking tasks and responsibilities
4. To contribute to the overall ethos/work/aims of the school.
5. To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person.
6. To be aware of, and comply with, health & safety; security; confidentiality and data protection policies and procedures reporting all concerns to an appropriate member of senior leadership team.
7. To support the School's Equality and Diversity Policy.
8. To appreciate and support the work of other professionals.
9. To undertake any other duties commensurate with the grade of the post.

### **Variation in role**

Please note that specific responsibilities may be negotiated within the Customer Services Team.

Given the dynamic nature of the role and structure of Guiseley School, it must be accepted that, as the school's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time, commensurate with the grading level of the post and following consultation with the post-holder.

*Our school is committed to safeguarding and promoting the welfare of children and upholding fundamental British values and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check.*

*We seek to promote diversity and equality of opportunity - applications are welcome from all, irrespective of gender, race, marital status, age, disability, sexuality, religion or faith. We also promote and practice the key Fundamental British Values to both staff and pupils.*

Signed Postholder: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Please PRINT): \_\_\_\_\_

## PERSON SPECIFICATION

**POST TITLE: Teaching Assistant**

**GRADE : Scale B3**

Essential Criteria	How Identified	Desirable Criteria	How identified
<p><b>SKILLS</b> Use basic technology – computer, video, photocopier</p> <p>Ability to relate well to children and adults</p>	<p>Application Form and Selection Process</p> <p>Application Form and Selection Process</p>	<p>Demonstrable relevant experience</p>	<p>Application form and interview.</p>
<p><b>KNOWLEDGE &amp; UNDERSTANDING</b> Working with or caring for children of relevant age</p>	<p>Application Form and Selection Process</p>	<p>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</p> <p>Appropriate knowledge of first aid</p>	<p>Application Form</p> <p>Application Form and Selection Process</p>
<p><b>QUALIFICATIONS/TRAINING</b> Good numeracy/literacy skills</p> <p>Participate in development and training opportunities</p> <p>GCSE at C or above in English and Mathematics</p>	<p>Application Form and Selection Process</p> <p>Application Form and Selection Process</p>	<p>Relevant qualification. e.g. NVQ Teaching Assistant</p>	<p>Application Form and Certificate</p>
<p><b>OTHER CONDITIONS</b></p>		<p>Interest in a future career in teaching</p>	<p>Application form</p>