SELBY HIGH SCHOOL
A Specialist School for the Arts and Science

Job Description – General Teaching Assistant (GTA)

Title:	General Teaching Assistant
Grade:	Band C/D £25,614 to £26,847 (Pro Rata) - £18,453 to £19,342 (Actual salary)
Hours:	30.75 hours per week, term time only
Responsible to:	SENCO
Job purpose:	Under the direction of the SENCO, to work with teachers to support teaching and learning by working with individuals or small groups of pupils 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.

Supporting Learning & Development

- Support pre planned learning/behaviour activities as directed by the teacher
- Using agreed structured observation as directed by the class teacher to feedback on learning, behaviour, participation and achievement, to support the planning and evaluation of the learning process in respect of groups and individual students
- 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

Communications

- Communicate effectively with all pupils, families, carers and other agencies / professionals
- Remember and understand the procedures and legislation relating to confidentiality issues that apply to your role.
- Interact with pupils in a supportive way to aid the development of their ability to think and learn
- Have the ability to use clear language to communicate information unambiguously to others including children, young people, their families and carers.
- Listen to concerns; recognise and take account of signs of change in attitudes and behaviour.

Sharing Information

- Share information confidentially about pupils with teachers and other professional as required
- Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality
- Participate in staff meetings

Safeguarding

- Completion of 'An Introduction to Safeguarding Children' via North Yorkshire Safeguarding Children's Board.
- Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.

- Know how to obtain support and report concerns.
- Understand that different confidentiality procedures may apply in different contexts.
- Know how to obtain support and report concerns.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.

Administration, Systems and Information

- 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
- Attend staff meetings, training days and management meetings by agreement with your manager
- Participate in training and learning activities and performance development as required.
- Keep up to date with current procedures and practices through continuing professional development.

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.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.

Equalities & Data Protection

- Ensure services are delivered in accordance with the aims of the Equality Policy Statement
- Develop own understanding of equality issues
- To comply with the County Council's and School's policies and supporting documentation in relation to data protection, information security and confidentiality.

Additional Information

- To achieve any performance criteria or targets related to the post arising from the School's Performance Management arrangements.

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 as deemed necessary by the Principal. 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.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	ASSESS-MENT
Qualifications & Training			
Relevant NVQ level 3 qualification or equivalent		X	2 & 5
Computer literate	X		2 & 5
Level 2 qualification or equivalent in English and/or Maths		X	2 & 5
Experience			
Experience of working with children in an education setting	X		2 & 4
Experience of working with students with communication and interaction needs		X	2 & 4
Experience of delivering evidence based interventions that accelerate learning		X	2 & 4
Knowledge			
Good understanding of child/young people's development and learning processes	X		2 & 4
An understanding that children/Young people have differing needs and knowledge of inclusive practice	X		2 & 4
Understanding of individual children and young people's needs	X		2 & 4
Knowledge of Behaviour Management techniques	X		2 & 4
Knowledge of Child Protection legislation		X	2 & 4
Knowledge of Health & Safety legislation		X	2 & 4
Skills			
Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable timeframe	X		3 & 4
Good written and verbal communication skills: able to communicate effectively and build good relationships with all staff, children, young people, families and carers	X		3 & 4
Personal Skills			
Excellent interpersonal skills	X		2 & 4
Effective organisational skills	X		2 & 4
Approachable and confident in dealing with a wide variety of people	X		2 & 4
Enthusiastic & self-motivated	X		2 & 4
Calm under pressure	X		2 & 4
Sense of humour	X		2 & 4
Ability to work successfully in a team	X		2 & 4
Able to exercise discretion and judgement	X		2 & 4
Confidentiality	X		2 & 4

Flexibility	X		2 & 4
Other Requirements			
To be committed to the school's policies and ethos	X		2 & 4
To be committed to Continual Professional Development.	X		2 & 4
Motivation to work with children and young people.	X		2 & 4
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	X		2 & 4
Equal opportunities			
To assist in ensuring that NYCC's 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)**
2. **From application form**
3. **Test after shortlisting**
4. **Probing at interview**
5. **Documentary Evidence**
6. **OTHER**