ST MICHAEL AT BOWES CHURCH OF ENGLAND JUNIOR SCHOOL

Job Description
Graduate Teaching Assistant Scale 4

Responsible to: The Inclusion Manager and Headship team

- **Purpose of post:**
- To accelerate pupils progress in English and Maths
- To support pupils' learning and to share in their care and wellbeing.
- To make contributions to the planning and to be involved in the development and delivery of the curriculum to raise the level of achievement of the pupils.
- To cover for teachers absence to enable the teacher to attend meetings, training etc

Duties

The Postholder will engage with teaching and learning activities under the direction and supervision of the Inclusion Manager and Deputy Headteacher. He/she will on occasion cover for teacher training/absence as and when required. The core purpose of this post is to work with groups of pupils to accelerate progress in Literacy and Maths.

Key Accountabilities

- Alongside the teacher, provide appropriate support to pupils, individually and in groups, to enable them to participate and achieve in all learning experiences
- Assist in maintaining appropriate close contact with parents, support staff and other agencies involved in the education of the children maintaining sensitivity and confidentiality
- Maintain a safe environment, through adequate supervision of pupils and to follow the procedures set out in the school's 'Behaviour Policy'

Key Responsibilities

Achievement and Standards

- Assist the teacher in raising the achievement of all pupils
- Liaise and plan with the teacher to support pupils in their learning
- Observe and monitor pupils' progress, adapting any agreed approach to meet particular needs
- Contribute to the assessment of pupils' progress and the maintenance of appropriate records

Pupil Wellbeing and Personal Development

- Assist with maintaining good behaviour of pupils throughout the school at all times
- Provide additional care for pupils with particular needs (learning, behavioural, physical, medical) as part of a planned programme and assist in maintaining records
- Support induction and transition processes of pupils and parents into school systems and routines
- Build and maintain close and secure relationships with pupils, ensuring the care, health and welfare of children at all times
- Establish and maintain appropriate working relationships with parents, support staff and other adults involved in the education of the pupils
- Report any concerns regarding child protection or children's welfare to the designated teachers
- Take part in school procedures, e.g. playground duties and visits

The Quality of Provision

- Assist in the provision of activities for the pupils to encourage their physical, intellectual, emotional and social development
- Assist teaching staff and/or other specialist staff in devising and implementing individual learning programmes for particular pupils
- Assist in the planning, creation and mounting of displays of pupils' work

Leadership and Management

- Attend relevant meetings and contribute to the development of curricular programmes, policies and procedures
- Liaise with other professional staff as necessary, which may include outside agencies
- Share skills and knowledge with colleagues
- Ensure good communication across the Phase you are working in
- Support and assist across the Phase as needed
- Attend relevant training

Other Responsibilities
In addition to undertake such duties of a similar nature as may be reasonably directed by your line manager from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school. Working with individual pupils on a 1-1 basis as required.

Equal Opportunity
The Postholder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

When covering classes

- It is the class teachers' responsibility to plan the learning in their class

- Where possible meet with the teachers to discuss planning before covering classes
- Contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests.
- Monitor pupils' responses to learning tasks and modify their approach accordingly
- Monitor pupils' participation and progress, providing feedback to teachers, and giving constructive support to pupils as they learning
- Contribute to maintain and analysing records of pupils progress
- Communicate effectively and sensitively with pupils to support their learning
- Promote and support the inclusion of all pupils in the learning activities in which they are involved
- Use behaviour management strategies, in line with the school's policy and procedures, which contribute to a purposeful learning environment.
- Be able, where relevant, to guide the work of other adults supporting teaching and learning in the classroom.
- Recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures.
- Organise and manage safely the learning activities, the physical teaching space and resources for which they are given responsibility.
- Ensure marking and feedback is in line with the school's policy

Other Responsibilities
In addition to undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.

Equal Opportunity
The Postholder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

Name: _____

Signed: _____ Date:

Headteacher: _____

Signed: _____ Date:

This authority and school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Person Specification

Post Title: Graduate Teaching Assistant

	Essential	Desirable
Qualifications		
Degree 2:1 or higher	✓	
GCSE Maths and English (grade A-C) or equivalent	✓	
Experience		
Proven skills and abilities of being able to work as part of a team	✓	
Proven experience of working on your own initiative	✓	
Proven experience of achieving goals	✓	
Professional Knowledge and Understanding		
Have a clear understanding of how to provide effective support to pupils in a range of contexts	✓	
Understand how to maintain a safe environment for all children	✓	
Professional Skills and Abilities		
Ability to communicate effectively both verbally and in writing	✓	
Competent in the use of ICT to advance both own and pupils' learning	✓	
Able to give clear direction and instructions to pupils	✓	
Good interpersonal skills	✓	
Ability to work cooperatively and flexibly within a team	✓	
Ability to support individual pupils to ensure they make progress	✓	
Ability to contribute to the preparation and implementation of individual support plans	✓	
An understanding of the importance of confidentiality	✓	
Ability to act and work on own initiative	✓	
Personal Qualities		
Supportive of the Christian Ethos of the school	✓	
A commitment to promoting St Michael at Bowes School as a community of learners and as a place where everyone can achieve	✓	
Must be able to promote collaboration and work effectively as a team member	✓	
Must have good communication skills both orally and in writing	✓	
Must be able to manage own work load effectively	✓	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	✓	
To practise equal opportunities in all aspects of the role and around the work place in line with policy	✓	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	
Commitment to the promotion of Health and Safety at work	✓	
Current first aid qualification		✓

Undergraduate support staff June 2019