



## **Graduate Teaching Assistant**

### **Job Purpose**

- To support the teacher / Higher Level Teaching Assistant in the smooth and effective running of the class
- To consistently promote positive values, attitudes and behaviour
- To support all pupils in their learning and development, in small groups or with individual pupils as directed, treating them with respect and consideration
- To have high expectations of all pupils' achievement and a commitment to raising educational standards
- To encourage all pupils to participate in all aspects of school life
- To encourage the social and emotional development of pupils
- To work effectively with individual pupils and small groups under the direction and supervision of a qualified teacher / Higher Level Teaching Assistant
- To help pupils to become more independent
- To promote the inclusion and acceptance of all pupils
- Attend planning and preparation meetings as required (these may take place out of school hours)
- To work collaboratively with colleagues as part of a professional team

### **Planning & Expectations**

Working within school policies and procedures to:

- Prepare classroom as directed for lessons and clear afterwards
- Assist in the display of pupils work
- Promote equal opportunities for all pupils
- Contribute to the planning of opportunities for pupils to learn which may include out-of-school contexts in accordance with school policies and procedure
- To assist the teacher and Higher Level Teaching Assistant in the planning and development of work programmes, work activities and support programmes for pupils
- Assist in the preparation of teaching resources/materials
- Help to implement lesson plans

- Provide constructive feedback to the pupil and teacher (both verbal and written)

### **Monitoring & Assessment**

- Assist the Teacher / Higher Level Teaching Assistant in evaluating pupils' progress
- Monitor pupils' responses to learning tasks, participation and progress, providing constructive feedback to pupils, supporting them as they learn
- Record pupils' responses to tasks and participation etc and provide constructive feedback
- Contribute to maintaining records of pupils' progress

### **Teaching and Learning Activities**

- Communicate effectively and sensitively with pupils to support their learning
- Promote and support the inclusion of all pupils in learning activities
- Use behaviour management strategies in line with the school's policy and procedures which contribute to a purposeful learning environment
- Advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes under the supervision and direction of the teacher.
- Recognise and respond effectively to equal opportunities issues as they arise, including challenging stereotyped views and by challenging bullying and harassment, following relevant policies and procedures.
- To assist with the supervision of, and encourage good behaviour, amongst pupils
- Organise and manage safely the learning activities, the teaching space and resources
- To work with individuals or small groups under the supervision of the teacher or HLTA which may be carried out in the classroom or outside the main teaching area
- To implement agreed work programmes with individuals or groups in or out of the classroom

### **Professional Values & Practice**

- Have high expectations of all pupils and promote and reinforce pupils' self esteem
- Respect pupils' social, cultural, linguistic, religious and ethnic backgrounds
- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities ensuring compliance with relevant school policies and procedures and making sure the individuals involved understand it is unacceptable
- Understand and implement school child protection procedures and comply with legal responsibilities
- Assist in maintaining positive behaviour throughout the school as well as on planned visits and journeys

- Be committed to raising the educational achievement of pupils
- Build and maintain successful relationships with pupils, treating them consistently, with respect and consideration and to be concerned for their development as learners
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from pupils
- Work collaboratively with colleagues to meet the needs of all pupils (inc SEN pupils)
- Carry out all aspects of the role effectively and to seek help and advice when necessary
- Liaise sensitively and effectively with parents, carers, and outside agencies (e.g. school psychology service) recognising their roles in pupil's learning
- Continually seek to improve own practice, including through observation, examination and discussion with colleagues and seek advice or guidance as necessary

### **General**

- Maintain a safe environment for pupils, staff and visitors to the school
- Meet and communicate with parents (e.g. at open evenings) as necessary
- Supervise pupils off site on school trips and other external visits
- Provide support and assistance for children's pastoral needs, e.g. dressing, caring for sick, injured or distressed children
- Provide physical support and maintain personal equipment used by the children at the school. Administer medicine as agreed ensuring relevant school policy and procedures have been adhered to
- Supervise pupils in the playground, at lunchtime (including in the hall/canteen)
- Engage meaningfully with training in any form aimed at strengthening and broadening their repertoire of skills relevant to their teaching assistant role
- Comply with the expectation that no holidays may be taking during term time

### **Additional Duties**

Any other duties which reasonably fall within the purpose of the post, and which may be allocated by the Teacher or Higher Level Teaching Assistant. This may include:

- Collecting money
- Chasing absences,
- Preparing class lists
- Record keeping and filing
- Producing classroom displays
- Stock taking

- Responding to simple IT malfunctions (e.g. replacing printer cartridge) by carrying out basic checks and where necessary requesting appropriate technical assistance,
- Any other duties as directed by the teacher - this might include assisting children with personal cleanliness, dressing and undressing as appropriate

### Personal Specification

- Minimum Grade C in Maths, English and Science
- Degree qualification 2.2 or above
- Patient and emotionally resilient
- Good communication skills
- Sound awareness of personal impact on others
- Sound IT skills e.g. knowledge of word processing, use of internet and email
- Able to confidently and competently apply knowledge and skills acquired from training into a practical classroom context
- Good planning and organisational skills
- Able to motivate and encourage pupils
- Willing to promote the school's social inclusion policies and practices
- Willing to work within and promote school's child protection practices (includes full DBS check)
- Able to use basic technology ie photo-copier, computer and digital camera
- Actively enjoys working with children and has empathy with pupils and is sympathetic to their needs
- Professionally discreet and able to respect confidentiality
- Has a flexible approach to tasks
- Has a firm, sensitive and effective approach towards pupil discipline
- Confident and able to use own initiative whilst also respecting advice given by others
- Willing to attend evening meetings as required
- Committed to personal development and therefore willing to fully engage with training aimed at strengthening and broadening their repertoire of skills relevant to their teaching assistant role
- Fully understand and maintain confidentiality regarding home-school / pupil-teacher/ school work matters



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