



George Spicer Primary School
London Borough of Enfield
Job Description

Post Title: **Graduate Teaching Assistant**

Present Grade: **Scale 4**

Reports to: **Class Teacher/TA Manager/Assistant Headteacher/Deputy Headteacher/Headteacher**

Purpose of job:

- To support children's learning and to share in the care and wellbeing of the children throughout the school.
- To support the emotional, behavioural and pastoral needs of all pupils, including children with SEN.
- To support individual and small groups of children in the curriculum to accelerate their learning
- To carry out specific administrative/ procedural tasks to support the class teacher.
- To be involved in the planning, development and delivery of intervention strategies.
- To observe and monitor pupils' progress and adapt agreed approaches to their particular needs.
- Provide support and assistance for children's pastoral needs (e.g. dressing, going to the toilet, the changing of nappies or the administration of an Epipen)
- To assist in the maintenance of children's records.
- To promote the school's values of Respect, Responsibility and Perseverance.

To undertake all of the following:

- Work as part of a team and assist the classteacher to ensure quality education for the children.
- To promote the development of numeracy, language and speech, including providing additional support to children with special needs or to bilingual learners, by working alongside the classteacher.
- Be aware of and support school policies and procedures.
- Liaise and plan with the teacher to support pupils in their learning
- Work or play with individuals/small groups of children by planning and carrying out relevant activities that accelerate and raise the level of achievement for all pupils involved in all areas of the curriculum, under the guidance of the classteacher.
- Assist the teacher by receiving instructions directly from professional or specialist support staff involved in the children's education. These may involve social workers, health visitors, language support staff, speech therapists, educational psychologists and physiotherapists.
- Report any concerns regarding children's welfare or education, to the classteacher.
- Be aware of suspected or actual cases of child abuse, referring such matters to the appropriate designated person for further action.
- Under the direction of the teacher, liaise with parents as appropriate, maintaining sensitivity and confidentiality at all times.
- Assist with the reception and departure of children at the beginning and end of school sessions.
- Assist with maintaining good discipline throughout the school at all times, following school procedures. When directed escort and supervise pupils on planned visits/journeys.
- Assist with the preparation of resources e.g. photocopying, repairing books, filing of work, making games and the creation and mounting of displays for children's work.
- Assist and attend with seasonal events e.g. parents evenings, concerts and festivals
- To show a commitment to school life by running an extra-curricular club.
- Attend appropriate staff meetings and training days/events as requested.

The role will involve you potentially covering the class you are working, in preparation for potentially becoming a trainee teacher the following academic year. However this will be subject to proven skills and abilities during your time at George Spicer.

When covering classes:

- It is the class teacher's 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.
- 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.
- 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:

Any other duties required by the teacher or Headteacher within the scope of this post.

The postholder shall ensure that the duties of the post are undertaken with due regard of the School's Health and Safety Policy and their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

Signed _____ date:

Please sign both copies of the job description. Retain one copy for your own reference and return the remaining copy to the school within 14 days of receipt. If a signed copy is not received within the 14 day timescale, it will be assumed that you have accepted the terms and conditions contained within it.