



Job Description and Person Specification

Post Title	Teaching Assistant
Purpose:	<p>To work as a member of a strong team, who focus on building in young people a sense of self belief, self-confidence and pride. Teaching Assistants support high quality teaching and learning within and beyond the classroom and contribute to the progress, achievement and engagement of young people in the life of the school.</p> <p>Demonstrate a passion for working with young people and a strong sense of belief that every child with the right support can achieve to their very best. Teaching assistants bring skills that can be subject based or emotional intelligences and a disposition that enables young people to focus on their learning and engage in learning so they can progress and achieve. It is expected that new appointees will build their skills, knowledge and prior experiences through their role and actively engage with the guidance, supervision and training that is integral to the role and to working at Gomer Junior School.</p>
Reporting to:	Associate Head Teacher
Hours:	30 hours per week / 40 weeks per year (term time + 1 week) 8.45 am – 3.20 pm (includes 30 minute unpaid break)
Specific Areas of Responsibility	
Main duties	<ol style="list-style-type: none"> 1 To support individuals and groups further develop their self-belief, self-confidence and sense of pride 2 To work alongside classroom teachers to deliver their accountabilities for every child accessing learning and making progress in every lesson 3 To support small groups with their learning, engagement and progress within or outside the class, as directed 4 To support the learning of pupils with all types of need in lessons and throughout the day 5 To liaise with teachers concerning the content learning and objectives of lessons, to support with differentiation (modification of learning materials) to enable all young people to engage with the lesson or learning 6 To encourage pupils to develop as confident and independent learners, in and out of the classroom 7 To maintain records and report on pupils' progress and continuing needs, as part of the regular review process 8 To look after the welfare of pupils during lunchtimes, tending to pupils who are sick or injured ensuring they receive appropriate medical attention and dealing with misbehaviour and reporting any problems 9 Participate in the review and implementation of School and Department Policies and development plans 10 In all of the above, to work in consultation with, and be responsible to, the SEND Leader
Monitoring	<ul style="list-style-type: none"> • To keep records of involvement with individuals and groups • To provide evidence of individual / group performance and outcomes
Generic Responsibilities	
<ul style="list-style-type: none"> • To act as a positive role model • To participate in school initiatives where every person is expected to contribute to learners' progress • To participate in the GFM's professional learning programme as agreed • To contribute to the GFM's procedures for a self-evaluation process • To be courteous to colleagues and provide a welcoming environment to visitors and telephone callers • To play a full part in the life of the GFM Community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations. • Such other duties as may reasonably be directed by the Headteacher or senior leader within GFM Education 	

Mobility Clause

As an employee of the GFM you may be required to work some of your contracted hours at other schools within the Trust, subject to the needs of the role. For administrative purposes, including payment of travel expenses to establishments within the GFM, your work base will be Gomer Junior School.

Flexibility Statement

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

Person Specification	<i>Essential / Desirable</i>
Ability to work in a team; a team player with effective communication skills	<i>E</i>
Good literacy and numeracy skills - e.g. GCSE (or equivalent) grade C and above.	<i>E</i>
Knowledge of ICT skills to support the data management of the school system and the recording of pupil progress. Competence in Excel and Word and ability to use email.	<i>D</i>
A good understanding of safeguarding and its importance when working in a school environment.	<i>E</i>
Good written and verbal communication skills to be able to relate well to pupils and school staff.	<i>E</i>
Capacity to work accurately under pressure to meet deadlines and effectively organise priorities, using initiative.	<i>E</i>
Demonstrates an understanding of the variety of ways children learn and how this can be supported	<i>D</i>
Evident confidence when working with children of varying ages, with a variety of educational and behavioural needs	<i>D</i>
Ability to self-evaluate and actively seek opportunity for self- improvement	<i>D</i>
Ability to deal with any confrontational situations appropriately in a professional manner.	<i>D</i>
Excellent record of attendance and punctuality	<i>D</i>

GFM Education is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.



Job Description and Person Specification

Post Title: Apprentice Teaching Assistant	
Purpose:	To assist in the support for all pupils accessing the school curriculum. To work with individual pupils or small groups of pupils who complete their lessons within the school curriculum.
Reporting to:	SEND Leader Designated TA Apprenticeship Tutor/ Assistant SLT responsible for Apprenticeships
Contract type:	Fixed Term for 17 months from start date or until such time the course of study is completed satisfactorily at which time the contract will end before the 17 months without the need for notice if this is sooner than 30 March 2021
Hours:	30 hours per week / 39 weeks per year 8.45 am – 3.20 pm (includes 30 minute unpaid break)

Specific Areas of Responsibility

- To work under the direction of the SEND Leader, TA Apprenticeship Tutor, class teachers and other staff, with individual or groups of pupils to support them in completing their work and to encourage them to become more independent learners
- Plan and deliver individual / group programmes according to the needs of the pupils
- Use specialist skills to support pupils, fostering resilience and/or social skills
- Liaise with and establish constructive relationships with, outside agencies and parents as necessary, and under guidance from the Designated LSA Apprenticeship Tutor and lead staff, where required
- Liaise with teachers and other support staff about the needs and progress of the pupils receiving this additional support. Ensure this is shared with teachers and/ or mentors prior to parents' evenings and reports being sent home
- Develop good relationships with pupils and promote their self esteem
- Support the inclusion of pupils in all aspects of school life and where needed provide support for their emotional, social and physical welfare
- To study relevant qualifications while you earn and take advantage of additional training opportunities

Generic Responsibilities

- To act as a positive role model
- To participate in school initiatives where every person is expected to contribute to learners' progress
- To participate in the GFM's professional learning programme as agreed
- To contribute to the GFM's procedures for a self-evaluation process
- To be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- To play a full part in the life of the GFM Community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations
- Any other duties as may reasonably be directed by the Headteacher or senior colleagues

Mobility Clause

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Flexibility Statement

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Person Specification LSA Inclusion	<i>Essential/Desirable</i>
Knowledge of ICT skills to support the data management of the school system and the analysis of pupil progress	<i>D</i>
Ability to work in a team and individually	<i>E</i>
Ability to access information, download material/make entries electronically, operate the school's database, produce and operate spreadsheet packages, produce analyses, use email	<i>D</i>
High level of IT competence in Excel and Word, literacy and numeracy skills	<i>E</i>
Good written and verbal communication skills and be able to relate well to pupils, school staff and other organisations	<i>E</i>
Capacity to work accurately under pressure and to meet deadlines and effectively organise priorities	<i>E</i>
Ability to self-evaluate and actively seek opportunity for self-improvement	<i>D</i>
Excellent record of attendance and punctuality	<i>D</i>
Team-player, personable, approachable, emotionally intelligent with a sense of humour	<i>D</i>
Ability to deal with any confrontational situations appropriately	<i>D</i>
Ability to maintain confidentiality in dealings with pupils	<i>E</i>
Demonstrates an understanding and awareness of child behaviour	<i>D</i>

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