

**Job Description**

**Post Title:** Graduate Teaching Assistant

**Location:** Leeds

**Reporting to:** Head of School

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**Purpose of the Role**

To work under the guidance of teaching staff to enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.

**Main Duties:**

1. To promote the inclusion and acceptance of all pupils treating all children with respect and setting positive example through attitude and expectation.
2. To set demanding yet consistent expectations of the children and promote self-esteem and independence.
3. To lead learning for groups of pupils, ensuring motivation, engagement and access the learning.
4. To establish positive relationships with all pupils and interact with them according to their individual need.
5. To assist in the development and implementation of Individual and Group Education and/or Behaviour Support Plans.
6. To provide feedback to pupils in relation to progress or achievement either verbally, whilst supporting an activity, or in the form of marking. To provide regular feedback to the teacher regarding pupils achievement, progress and any other relevant issues.
7. To create and maintain a well organised, tidy and welcoming environment which is supportive of learning and pupil progress, and assist with the display of children's work.
8. To use a variety of strategies and approaches, in consultation with the teacher, to ensure pupils achieve age related expectations.
9. To be proactive in acquiring the necessary subject knowledge for the age range in which you teach, assisting with the planning of learning activities when required.
10. To promote good pupil behaviour through the use of positive behaviour strategies and deal promptly with conflict and incidents.
11. To establish constructive relationships with parents and carers, responding to enquiries and concerns and liaising with school staff to maintain clear communication and positive relationships.
12. To provide administrative support as designated by the class teacher.
13. To support the use of ICT in learning and develop pupil's competence and independence in its use.
14. To be aware of and comply with school policies and procedures related to child protection, health and safety, first aid and SEND.
15. To contribute to the overall ethos and aims of the school.
16. To attend and participate in relevant meetings as required.
17. To participate in training and professional development activities as required.
18. To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
19. To lead learning through play during children's breaks and lunchtimes, enhancing their social and physical development.
20. To plan and lead sessions to provide short amounts of cover for a class of children.

**Person Specification**

**Post Title:** Graduate Teaching Assistant posts across the primary age range

**Location:** Leeds

**Reporting to:** Sam Bailey

**Salary:**

<b>Essential Criteria</b>	<b>How Identified</b>	<b>Desirable Criteria</b>	<b>How identified</b>
<p><b>SKILLS</b></p> <p>Good numeracy/literacy skills</p> <p>Effective use of ICT to support learning</p> <p>Use of other equipment technology – video, photocopier</p> <p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team</p>	<p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p>	<p>Maths and/or English Grades GCSE A-C or CSE level 1</p> <p>First aid training/training as appropriate</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p>	<p>Application form certificate</p> <p>Application form certificate</p> <p>Application form and selection process</p>
<p><b>KNOWLEDGE &amp; UNDERSTANDING</b></p> <p>Understanding of relevant polices/codes of practice and awareness of relevant legislation</p> <p>Basic understanding of child development and learning</p> <p>Working with or caring for children of relevant age</p> <p>General understanding of national/foundation stage curriculum and other basic learning programmes/strategies</p>	<p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p>	<p>Understanding classroom roles and responsibilities and your own position within these.</p>	<p>Application form and selection process</p>
<p><b>QUALIFICATIONS/ TRAINING</b></p> <p>BA or BSc equivalent</p> <p>Training in the relevant learning strategies e.g. literacy</p>	<p>Application form and selection process</p> <p>Application form and selection process</p>		