##### GTA – Job Description

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| POST: | | General Teaching Assistant | | |
| GRADE: | | Grade C Points 2 - 4 | | |
| RESPONSIBLE TO: | | SLT | | |
| STAFF MANAGED: | | None | | |
| POST REF: | |  |  |  |
| JOB PURPOSE: | To Support teaching and other staff in assisting the delivery of the national curriculum and other learning processes, in direct contact with students. The role will involve working with both groups and individual students under the direction of the class teacher and other appropriate staff. | | | |
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| **ACCOUNTABILITIES / MAIN RESPONSIBILITIES** | | | | |
| Supporting and Delivering Learning | * Supporting the learning process under the direction of the teaching or other appropriate staff. * Providing, with appropriate guidance and supervision limits, educational, emotional and physical support to students. * Providing feedback, as requested, to the class teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual students. | | | |
| **Behaviour/Guidance/Support** | * Assisting with the supervision of groups and individual students as required. * Assisting with playground supervision. * Under the general direction of the class teacher take part in establishing constructive relationships with parents/carers and with other agencies/ professionals. * Assist in the implementation of appropriate behaviour management strategies. | | | |
| Resource management/  **Buildings and Infrastructure** | * Preparation of materials and minor clerical duties. * Participate in relevant training as appropriate. * Be aware of and comply with policies and procedures relating to child protection, health, safety and security. * Ensure the building is safe and secure for the children and young persons at all times * Ensures play equipment and materials are properly used, maintained and stored and report any damages | | | |
| **Systems and Information** | * Maintain accurate records as required, to include completion of accident book. | | | |
| **Safeguarding** | This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy, and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all our staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.   * Motivation to work with children and young people * Ability to form and maintain appropriate relationships and personal boundaries with children and young people * Emotional resilience in working with challenging behaviours and attitudes | | | |
| Data Protection | * To comply with the County Council’s and schools policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality. | | | |
| Health and Safety | * Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. * To work with colleagues and others to maintain health, safety and welfare within the working environment. * Ensure all accidents and emergencies are dealt with according to the policy * Assist in ensuring the safety of all children in the event of a fire/drill or other emergency | | | |
| Equalities | * We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. * Within own area of responsibility work in accordance with the aims of the Equality Policy Statement | | | |
| Flexibility | North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures. | | | |
| Customer Service | The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.  * The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. | | | |
| **Date of Issue:** |  | | | |