



**Post title:** Graduate Teaching Assistant **Grade:** Scale 3  
**Reports to:** Class Teacher/Senior Teaching Staff/Headteacher

This job description describes in general terms the normal duties that the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

#### **PURPOSE OF JOB**

- To support children's learning and to share in the care and well-being of the children throughout the school.
- To complement teachers' delivery of the national curriculum and contribute to the development of other support staff, students and school policies and strategies.
- To provide support for pupils, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage students to become independent learners, to provide support for their welfare, and to support the inclusion of students in all aspects of school life.
- To cover and supervise whole classes occasionally during the short-term absence of teachers.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

#### **CLASSROOM DUTIES**

- Work individually, as part of a team and as directed by the class teacher, to ensure quality education for the children
- Provide support to individuals or small groups of children in specific areas of the curriculum, e.g. reading, mathematics, writing when planned for by the class teacher
- Observe and monitor pupils' progress and adapt agreed approaches to their particular needs
- Work or play with individuals or small groups of children to assist in the delivery of the planned curriculum, as directed by the class teacher
- Set up group activities under the guidance of the class teacher. Work with children on practical activities, giving assistance and encouragement, including during speaking and listening activities
- Read to, and with, small groups of children (Guided Reading every day), as well as working with children on curriculum activities
- Support the teacher in assessment for learning – this may include scribing for the teacher or working with more able pupils on tasks sooner than others
- Bring misconceptions to the attention of the teacher
- Assist in the planning, creation and mounting of displays of the children's work
- Assist with the reception and departure of children at the beginning and end of school sessions.
- Accompany classes and small groups of children on educational visits
- Assist with the preparation of resources e.g. photocopying, laminating, repairing books, filing of work. Admin tasks should not be completed during the lesson as the focus should be on pupil learning throughout the entire lesson

#### **INTERVENTIONS / TARGETED TEACHING DUTIES**

- Assist in the delivery of a pre-determined programme of learning for a child or children with more complex needs
- Plan, carry out and assess short interventions to meet specific needs of individuals and small groups of children, e.g. securing levels in Maths
- Plan, carry out and assess targeted teaching programmes for children who require extra support
- Work with other professionals, including outside agencies, as necessary

- Support pupils with emotional or behavioural difficulties and help develop their social skills and independence

## **GENERAL DUTIES**

- Promote positive behaviour of all pupils in line with the school behaviour policy
- Assist with seasonal events e.g. open evenings, concerts, and festivals
- Attend appropriate staff meetings and training days/events as requested and required
- Provide support and assistance for children's pastoral needs (e.g. dressing, going to the toilet, caring for sick, injured or distressed children); this is to include administering specific regular medication with training e.g. EpiPen
- Supervise children in the playground (and dining hall if paid for lunchtime duty) as part of a team on a rota basis
- Report any concerns regarding children's welfare or education to the class teacher
- Report any safeguarding or child protection concerns immediately to a Designated Safeguarding Lead
- To fully uphold the Christian ethos of the school
- To set a good example in terms of dress, punctuality and attendance
- The post holder shall ensure that the duties of the post are undertaken with due regard of the School's Health and Safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

## **SPECIFIC DUTIES**

- Within an agreed system of supervision, and within a pre-determined lesson framework, teach whole classes covering PPA and/or short term absence
- Provide detailed verbal and written feedback on lesson content, student responses to learning activities and student behaviour, to teachers and students
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to student need
- Support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times
- Assess students' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs
- Monitor students' participation and progress and provide constructive feedback to students in relation to their progress and achievement
- Assist in maintaining and analysing records of students' progress
- To contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children
- Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school

***This authority and school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.***

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print: \_\_\_\_\_

Headteacher: \_\_\_\_\_

Josh Newham