

## Location

Saltergate Schools, HG3 2TT



## About the job

GENERAL TEACHING ASSISTANT

Required: January 2024

Fixed term to July 2024 in the first instance

Hours: Monday to Friday 8.45am to 3.30pm (Ideally 4 days but days/hours can be discussed at interview)

Grade C SCP 2-4 (FTE £22,366)

Closing Date: Monday 4<sup>th</sup> December, 3pm

Interview Date: Thursday 7<sup>th</sup> December 2023

At Saltergate Primary School & Nursery, all our children are able to enjoy their learning and flourish in a safe and happy environment. Everyone who plays a part in Saltergate life is very proud of the school and we all strive to maintain it as a fantastic place to learn together.

We are looking to appoint a GTA to work alongside our teaching team, supporting pupils in school.

The successful candidate will be an integral part of the staff team with a passion for helping every child reach their potential.

As a new member of staff, it is critically important to us that you experience a comprehensive induction programme that is tailored and bespoke to meet your needs. In addition, we will offer you opportunities and experiences such as a whole school professional development programme.

You will be a creative individual, with a passion for primary education and child development. If you want to make a difference and are committed to improving life chances for children this is the role for you.

Please consider the Job Description and Person Specification, then complete and return the job application form.

The closing date for applications: Monday 4<sup>th</sup> December, 3pm

Interview date: Thursday 7<sup>th</sup> December 2023

Saltergate Primary School & Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to an enhanced DBS clearance and online check.

**Saltergate Primary School**

**JOB DESCRIPTION**

<b>POST:</b>	<b>General Teaching Assistant (GTA)</b>
<b>GRADE:</b>	Grade C
<b>RESPONSIBLE TO:</b>	Phase Leader, Head Teacher and Senior Leadership Team
<b>STAFF MANAGED:</b>	None
<b>POST REF:</b>	<b>JOB FAMILY: 7</b>
<b>JOB PURPOSE:</b>	To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff, and may be responsible for some learning activities within the overall teaching plan. May work in the classroom or appropriate location within the school, with access to support and guidance as required.
<b>JOB CONTEXT:</b>	<p>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 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.</p> <p>The successful candidate will have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Supporting Learning &amp; Development</b>	<ul style="list-style-type: none"> <li>• Support pre-planned learning activities as directed by the teacher</li> <li>• Using agreed structured observation as directed by the class teacher to feedback on learning, behaviour, participation and achievement, to support the planning and evaluation of the learning process in respect of groups and individual students</li> <li>• Interact with pupils in ways that support the development of their ability to think and learn, including the use of careful questioning</li> <li>• Assist teachers in the implementation of appropriate behaviour management and teaching &amp; learning strategies</li> <li>• Support pupils in their social and emotional wellbeing, in implementing related programmes, including social, health and physical needs</li> <li>• Assist in escorting and supervising pupils on educational visits and out of school activities</li> <li>• Undertake break and lunch supervision as required</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Work as an effective member of a team, communicating with staff and keeping the class teacher informed as appropriate</li> <li>• Under the general direction of the teacher participate in establishing and maintaining effective relationships with pupils, parents/carers and with other agencies/professionals</li> </ul>

	<ul style="list-style-type: none"> <li>Communicate effectively with all pupils, families, carers and other agencies / professionals</li> </ul>
<b>Sharing information</b>	<ul style="list-style-type: none"> <li>Share information confidentially about pupils with teachers and other professional as required and following school policy and procedure</li> <li>Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality</li> <li>Participate in staff meetings</li> </ul>
<b>Safeguarding and Promoting the Welfare of Children/Young People</b>	<ul style="list-style-type: none"> <li>Carry out tasks associated with pupils' personal hygiene, (including personal intimate care) and welfare, including physical and medical needs, whilst encouraging independence</li> <li>Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate</li> </ul>
<b>Administration/Other</b>	<ul style="list-style-type: none"> <li>Prepare classroom materials and learning areas, and undertake minor clerical duties e.g. photocopying and displaying pupils work</li> <li>Support the use of ICT and adhere to relevant policies</li> <li>Supervise and provide access arrangements for pupils sitting internal and external examinations and tests as required, ensuring that examinations comply with the Examination Board Regulations</li> <li>Participate in appraisal, training and other learning activities</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>Be aware of and implement 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</li> <li>Work with colleagues and others to maintain health, safety and welfare within the working environment</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>To comply with the County Council's policies and supporting documentation in relation to Information Governance; this includes Data Protection, Information Security and Confidentiality</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>Promote inclusion and acceptance of all pupils</li> <li>Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values and promoting British Values</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li><i>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</i></li> <li>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.</li> </ul>
Date of Issue:	November 2023

**PERSON SPECIFICATION**

**JOB TITLE: General Teaching Assistant**

<b>Essential upon appointment</b>	<b>Desirable on appointment</b>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• An awareness of child development and how children learn and grow</li> <li>• An understanding that children have differing needs</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of child development and learning processes</li> <li>• Knowledge of behaviour management techniques</li> <li>• Knowledge of Child Protection and Health &amp; Safety policies and procedures</li> <li>• Knowledge of inclusive practice</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience appropriate to working with children in a learning environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of more than one educational setting</li> <li>• The ability to reflect on what has been learned through these experiences</li> </ul>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Maths &amp; English – Grade C or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Supporting Teaching &amp; Learning</li> <li>• Relevant NVQ level 2 or 3</li> <li>• Appropriate first aid training</li> </ul>
<p><b>Occupational Skills</b></p> <ul style="list-style-type: none"> <li>• Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with a range of staff, children, young people, their families and carers</li> <li>• Good reading, writing and numeracy skills</li> </ul>	<ul style="list-style-type: none"> <li>• Basic ICT Skills</li> </ul>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Demonstrable interpersonal skills.</li> <li>• Ability to work successfully in a team.</li> <li>• Confidentiality</li> <li>• Flexibility</li> </ul>	<ul style="list-style-type: none"> <li>• Creativity</li> </ul>
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• Enhanced DBS Clearance</li> <li>• To be committed to the school’s policies and ethos</li> <li>• To be committed to Continuing Professional Development</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours and attitudes</li> <li>• Ability to use authority and maintain discipline</li> <li>• Commitment to equality &amp; diversity</li> <li>• The ability to converse at ease with families and provide advice in accurate spoken English. This is essential for the post.</li> </ul>	

NB – Assessment criteria for recruitment will be notified separately.