NORTH YORKSHIRE COUNTY COUNCIL

**CHILDREN AND YOUNG PEOPLE’S SERVICES**

### ROLE DESCRIPTION

### GENERAL TEACHING ASSISTANT AT SPOFFORTH CE PRIMARY SCHOOL

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| **JOB PURPOSE** | To support teaching or other professional staff in the delivery of learning programmes, supporting the learning process and pupils’ personal routines |
| **GRADE** | Grade C point 2-4 (Term Time Only, plus Training Days) |
| **HOURS** | Term time only plus Training Days  35 hours per week GTA  Monday-Friday, 8.30am-12.30pm & 1-4pm.  1 year fixed term contract in the first instance. |
| **MAIN RESPONSIBILITIES/**  **ACCOUNTABILITIES** | Support at all times the school’s moral purpose, aims, ethos and values  Uphold a culture that promotes excellence, equality and high expectations  Support the learning process under the direction of the teaching or other professional staff  Provide educational, emotional and physical support to pupils  Be responsible for promoting and safeguarding the welfare of the schools’ children and young people in line with the school’s Child Protection Policy  Provide 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  Assist in the implementation of appropriate behaviour management strategies.  Assist with the supervision of groups and individual students as directed.  Communicate effectively and establish constructive relationships with pupils, parents/carers and other professional staff, bearing in mind communication is a two-way process  Understand the importance of sharing information, how it can help and the dangers of not doing so, alongside the need for confidentiality and discretion.  Understand the value and expertise you bring to a team and that is brought by your colleagues  Use initiative and independent decision making within the team process  Assist pupils with their personal routines  Prepare materials and undertake minor clerical duties  Assist with playground supervision  Attend staff meetings and undertake relevant training by agreement with the Headteacher  Participate in the school’s performance management scheme  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 procedure  Be aware of, and implement, the school’s policies as agreed by the governors.  Undertake an area of responsibility to involve the organisation and development of events/activities/resources to be decided in consultation with the teacher and the headteacher. |
| **Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes could be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school’s policies, procedures and ethos.**  **In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school’s policies and supporting documents in respect of these issues.** | |
| **Equal Opportunities**  **North Yorkshire County Council supports the principle of equality of opportunity in employment and has a clearly stated policy for Equalities and a copy can be downloaded from** [**www.northyorks.gov.uk**](http://www.northyorks.gov.uk) **The school has its own policy adapted from this.** | |

**SIGNED** ………………………………………………………… **POSTHOLDER**

**SIGNED** …………………………………………………………. **HEADTEACHER**

**DATE** ……………………………………………………………….