



### **Job Description**

**JOB TITLE:** Graduate Teaching Assistant

**SCALE:** 5

**HOURS:** 32.5 hours per week 39 weeks per year (Term Time only + 5 INSETDays)

**RESPONSIBLE TO:** Headteacher

#### **RESPONSIBILITIES:**

- To accelerate pupils progress in literacy and maths
- To support pupils' learning and to share in their care and wellbeing.
- To make contributions to the planning and to be involved in the development and delivery of the curriculum to raise the level of achievement of the pupils.
- To cover for teachers absence to enable the teacher to attend meetings, training etc

#### **KEY ACCOUNTABILITIES:**

- Alongside the teacher, provide appropriate support to pupils, individually and in groups, to enable them to participate and achieve in all learning experiences
- Assist in maintaining appropriate close contact with parents, support staff and other agencies involved in the education of the children maintaining sensitivity and confidentiality
- Maintain a safe environment, through adequate supervision of pupils and to follow the procedures set out in the school's 'Behaviour for Learning Policy'

#### **KEY RESPONSIBILITIES:**

#### **ACHIEVEMENT AND STANDARDS:**

- Assist the teacher in raising the achievement of all pupils
- Liaise and plan with the teacher to support pupils in their learning
- Observe and monitor pupils' progress, adapting any agreed approach to meet particular needs
- Contribute to the assessment of pupils' progress and the maintenance of appropriate records

#### **PUPIL WELLBEING AND PERSONAL DEVELOPMENT:**

- Assist with maintaining good behaviour of pupils throughout the school at all times
- Provide additional care for pupils with particular needs (learning, behavioural, physical, medical) as part of a planned programme and assist in maintaining records
- Support induction and transition processes of pupils and parents into school systems and routines
- Build and maintain close and secure relationships with pupils, ensuring the care, health and welfare of children at all times
- Establish and maintain appropriate working relationships with parents, support staff and other adults involved in the education of the pupils
- Report any concerns regarding child protection or children's welfare to the designated teachers
- Take part in school procedures, e.g. playground duties and visits

**THE QUALITY OF PROVISION:**

- Assist in the provision of activities for the pupils to encourage their physical, intellectual, emotional and social development
- Assist teaching staff and/or other specialist staff in devising and implementing individual learning programmes for particular pupils
- Assist in the planning, creation and mounting of displays of pupils' work

**LEADERSHIP AND MANAGEMENT:**

- Attend relevant meetings and contribute to the development of curricular programmes, policies and procedures
- Liaise with other professional staff as necessary, which may include outside agencies
- Share skills and knowledge with colleagues
- Ensure good communication across the Phase you are working in
- Support and assist across the Phase as needed
- Attend relevant training

**Communications**

Using a command of spoken English that is sufficient to effectively carry out the duties of the role and liaise verbally and in writing with parents, pupils, governors, agencies and other organisations.

**Other Responsibilities**

To undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.

The postholder shall ensure the duties of the post are undertaken with due regard of the Trust's Health & 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.

The postholder shall carry out these duties with due regard to the school policies, procedures and priorities.

**All Enfield learning Trust Staff Will**

- Promote equality of opportunity
- Follow Safeguarding Guidelines and Child Protection policy/procedures
- Contribute to producing/delivering priorities in the Trust Strategic Development Plan
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal
- Promote positive attitudes and behaviour
- Contribute to the smooth day to day running of the Trust
- Be committed to achieving the school values
- Work to develop the Trust as a successful inclusive Trust
- Respond promptly to concerns from parents, staff or students
- Promote the Trust in the community
- Work in partnership with all colleagues including the Local Governing Board and Board of Trustees
- Support Code of Conduct for staff
- Have regard for and act in accordance with Health and Safety policy/practice
- Celebrate success of pupils and staff

*All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.*

### Person Specification

	Essential	Desirable
<b>Qualifications</b>		
Degree 2:1 or higher	✓	
GCSE Maths and English (grade A-C) or equivalent	✓	
<b>Experience</b>		
Proven skills and abilities of being able to work as part of a team	✓	
Proven experience of working on your own initiative	✓	
Proven experience of achieving goals	✓	
<b>Professional Knowledge and Understanding</b>		
Have a clear understanding of how to provide effective support to pupils in a range of contexts	✓	
Understand how to maintain a safe environment for all children	✓	
<b>Professional Skills and Abilities</b>		
Ability to communicate effectively both verbally and in writing	✓	
Able to give clear direction and instructions to pupils	✓	
Good interpersonal skills	✓	
Ability to work cooperatively and flexibly within a team	✓	
Ability to support individual pupils to ensure they make progress	✓	
Ability to contribute to the preparation and implementation of individual support plans	✓	
An understanding of the importance of confidentiality	✓	
Ability to act and work on own initiative	✓	
<b>Personal Qualities</b>		
Must be able to promote collaboration and work effectively as a team member	✓	
Must have good communication skills both orally and in writing	✓	
Must be able to manage own work load effectively	✓	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	✓	
To practise equal opportunities in all aspects of the role and around the work place in line with policy	✓	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	
Commitment to the promotion of Health and Safety at work	✓	
Current first aid qualification		✓