

GLF Schools Job Description

Job Title	Teaching Assistant - School based	Job Reference	TADec23
Location	Rosebery School, Epsom	Travel required	No

Core purpose

- Teaching Assistants at GLF schools are employed to support the learning and development of all pupils
- GLF Schools is committed to safeguarding and promoting the welfare of pupils and young people and expects all staff and volunteers to share this commitment.
- All staff are collectively responsible for implementing agreed school improvement priorities.

Key Accountabilities

Main Duties

Teaching Assistant duties and contributions include, but are not limited to:

- Under the guidance and direct supervision of teachers, facilitate pupils' full participation in all aspects of learning and school life.
- To develop pupils' independent learning skills.
- To focus on the development of pupils' metacognitive skills, including planning, problem-solving and reviewing.
- Support pupils' social and emotional wellbeing.
- Follow school policies and procedures.
- Deliver structured interventions, including monitoring and recording progress data.
- Provide the support that pupils may naturally require at transition points.
- Provide verbal and written feedback on a regular and timely basis.
- To be fully prepared for work with pupils, including having the right information and necessary resources.
- Provide proactive support to ensure that all pupils have access to uncluttered, well-organised learning environments.
- To ensure that all pupils have the resources necessary to access their learning as independently as possible.

Teaching Assistants may also undertake all or some of the following:

- Assist with break and lunchtime supervision, including facilitating social interaction, games and structured play activities.
- Assist with supporting pupil educational visits.
- Support pupils in using basic IT and assistive augmentative communication devices (AAC).
- Invigilate or provide access arrangement support in assessments and national tests.
- Assist with pupils' personal care, administer medication or provide health care in line with school policy and Individual Health Care Plans.
- Deliver therapy and/or care programmes designed by external agencies.

Professional development

- Seek out opportunities for professional development to support the role and actively engage in GLF and Rosebery Performance Management and CPD processes.

Whole school responsibilities

- Participate in the discussion of whole school policies and participate in the implementation of school policies and practices.
- Work collaboratively across departments with colleagues and students to ensure the school operates as effectively as possible to achieve its aims.

Professional responsibilities

- Perform all duties whilst adhering to safety standards
- Remain a competent user of the Microsoft 365 package
- Undertake own DSE assessment and discuss individual needs with the manager
- Maintain a strict level of confidentiality at all times
- Make a contribution to cost effectiveness through the management of school resources
- Remain professional and business - like at all times and maintain professional relationships with colleagues, students and parents/carers
- Demonstrate respect, honesty and kindness and to believe in the limitless potential of people.
- Undertake any other duties commensurate with the post, as directed by the senior leadership team
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile, but which is within the remit of the duties and responsibilities.

Safeguarding

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Person Specification

	Essential	Desirable
Education and Training		
Minimum GCSE Grade C in Maths and English (or willingness to undertake the necessary qualifications)	✓	
Evidence of commitment to continuous professional development	✓	
SEN related qualifications		✓
Professional Experience		
Participating in teams		✓
Using the Microsoft package	✓	
Supervising groups of young people		✓
Working in a team and supporting colleagues to meet workload demands and deadlines		✓
Supporting/volunteering with young people	✓	
Working with students with SEN		✓
Working with students with English as an additional language		✓
Using a Management Information System (Bromcom preferable)		✓
Knowledge and Skills		
The ability to scaffold pupils' learning under the general principle of 'least amount first'.		✓
An ability to play and be playful including within therapeutic interventions		✓
Committed to all pupils having the best opportunity to succeed, recognising that all pupils have different experiences and starting points.	✓	
A commitment to the process of learning, as opposed to an over-emphasis on the final product or task completion.	✓	
Personal Attributes		
Being a positive role model.	✓	
Ability to stay calm and objective, particularly when responding to behaviours that are difficult or challenge us.	✓	
Ability to develop positive relationships with pupils and adults.	✓	
Passionate about pupils' learning and social, emotional development.	✓	
Safeguarding		
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