

GLF Schools - Job Description

Job Title	Teaching Assistant	Job Reference	ROS003
Location	Rosebery School	Travel Required	N
Core purpose			
- To support the learning and development of all students. - 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.			
Key accountabilities			
- Under the guidance and direct supervision of teachers, facilitate students' full participation in all aspects of learning and school life. - To develop students' independent learning skills. - To focus on the development of students' metacognitive skills, including planning, problem-solving and reviewing. - Support students' social and emotional wellbeing. - Follow school policies and procedures. - Deliver structured interventions, including monitoring and recording progress data. - Provide the support that students may naturally require at transition points. - Provide verbal and written feedback on a regular and timely basis. - To be fully prepared for work with students, including having the right information and necessary resources. - Provide proactive support to ensure that all students have access to uncluttered, well-organised learning environments. - To ensure that all students 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 student educational visits. - Support students in using basic IT and assistive augmentative communication devices (AAC). - Invigilate or provide access arrangement support in assessments and national tests. - Assist with students' 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.			
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.

Accountability

- SENCO.
- 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.