



THE GREY COAT HOSPITAL

CHURCH OF ENGLAND COMPREHENSIVE SCHOOL FOR GIRLS



Teaching Assistant

The Grey Coat Hospital is a Church of England Comprehensive School, with academy status, in central London. We are committed to ensuring that each student develops the knowledge, skills and personal qualities to lead successful and fulfilling lives, and is empowered to do so. Our Inclusion Department makes a significant contribution to the whole school community, enabling students with a variety of strengths and difficulties to reach their full potential.

Responsible to: Special Educational Needs and Disability Coordinator (SENDCo)

Working hours: 8.30 am to 3.30 pm term time only (38 weeks).

Salary: subject to qualifications and skills from Point 3 £20,000 to Point 6 £20,900

Job Purpose: Under the direction/instruction of teaching staff: provide general support to pupils with learning difficulties which may be physical, hearing impairment, visual impairment, behavioural difficulties or a medical condition needing close supervision. Teaching Assistants work within a normal classroom setting, under the guidance of the class teacher. The students have been identified as needing support from an adult, in addition to their class teacher, to enable them to join in fully with school activities and learning.

Main responsibilities

Support for pupils:

- Support pupils in accessing learning activities
The teacher discusses the needs of the student with the Teaching Assistant and directs the work with the student either inside or outside the classroom
- To see that the student pays attention to the teacher during lesson time or discussion and listens to instructions
- To make sure that the student has understood the teacher's instructions, knows what to do and completes the task
- To work alongside the student in a small group engaged in a practical activity such as Science or Design & Technology to develop social skills or spoken language
- To accompany the class on a local visit when required
- To take the student out of class, at the teacher's request, if s/he is upset or misbehaving, to calm her or him down
- To attend a review of the student's progress and contribute observations to the review

If the student to whom a Teaching Assistant is assigned is absent from school, the Teaching Assistants may be asked to work with another student or a small group of students.

Management and Supervision

Day to day supervision is managed by the class teacher and the SENDCo (Special Educational Needs and Disability Coordinator).

Teaching Assistants are expected to work co-operatively with teachers, parents and any other professionals who are concerned with the student.



TEACHING ASSISTANT – PERSON SPECIFICATION

The following skills/qualities are essential:

- Good numeracy and literacy skills
- Ability to use relevant technology
- Some knowledge of child development
- Relevant knowledge of legislation relating to child protection
- A proven record of good attendance and punctuality from current/previous employer
- Committed to continual personal and professional development and willing to engage in training, including where applicable, first aid
- Experience of working with children, in a paid or voluntary capacity or as a parent, ideally in a similar environment
- An interest in child development and learning and enthusiasm for working with children and the ability to engage their interest
- Proven mobility and a record of sound health
- The ability to form good working relationships with adults and children
- Respect and value the different experiences, ideas and backgrounds of others both students and colleagues
- Willing to work within organisational procedures, processes and to meet the requirements of the role
- The willingness to engage in training, for example First Aid

MANAGEMENT and SUPERVISION

Day to day supervision is managed by the class teacher and the SENDCo (Special Educational Needs and Disability Coordinator).

Teaching Assistants are expected to work co-operatively with teachers, parents and any other professionals who are concerned with the student.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.

An enhanced DBS disclosure is required for all posts.

Canvassing any employee, or member of the Governing Body, directly or indirectly is prohibited and will be considered as a disqualification.

