



THE GRAMMAR
SCHOOL AT LEEDS

Be Inspired



Individual needs teaching assistant

The role

Individual needs teaching assistant

Reports to: **The Director of Individual Needs**

Main purpose of the role:

To support teaching, learning, pastoral and physical needs both in and out of the classroom for students with individual needs and disabilities.

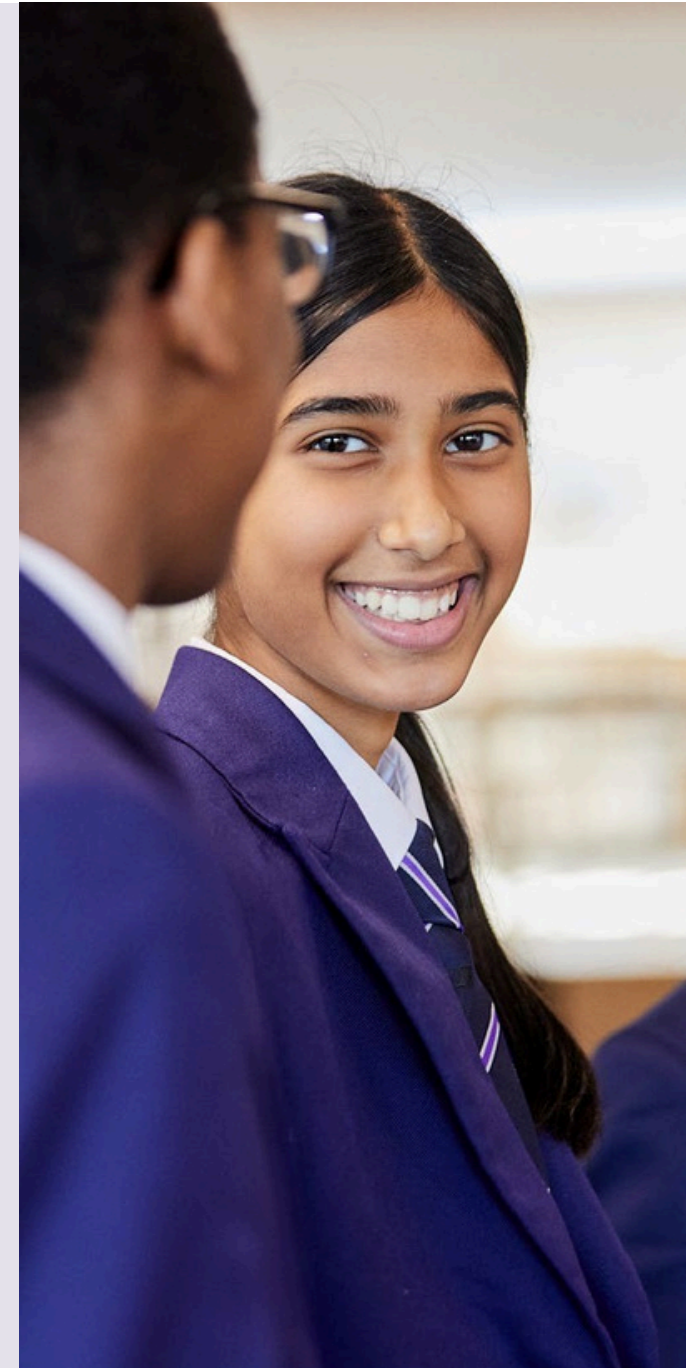
Main responsibilities

- To support students with individual needs and disabilities as required.
- To work with students individually, in groups and in class.
- To plan and deliver lessons based on agreed targets and schemes of work, and to record progress and achievement.
- To have a working knowledge of effective strategies for supporting students with IN and to be confident in sharing this information with teachers.
- To use a problem-solving approach to respond to individual needs.
- To support students in developing independent learning skills, including organisation, and to support the development of literacy skills in all lessons.
- To support students in the use of assistive technology in order to access learning in the classroom.
- To assist in the preparation of resources for the delivery of IN provision.
- To provide feedback to teachers and to carry out work scrutiny to ensure knowledge is being transferred back into the classroom.
- To analyse school data to support the identification of IN students.
- To provide support for students with individual needs and disabilities in order for them to access assessments and exams.
- To support the effective transition of students between parts of the school and of new students entering the school.
- To establish good working relationships with parents, staff and outside agencies and to communicate with them effectively.

- To establish good working relationships with students and have high expectations of progress and behaviour.
- To take a share in the general responsibilities and administration involved in the running of the IN department.
- To engage positively with the Performance Management cycle, and to attend meetings and CPD as appropriate.
- To play an active and full part in school activities and contribute to the overall success of the school.

General

- Any other assistance as may be reasonably required from time to time by the Principal or other senior manager in order to facilitate the efficient running of the school.
- This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the reasonable direction of the Principal.
- All staff employed by The Grammar School at Leeds are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.
- All staff should be aware of the school's health and safety policy and implement it as appropriate.





The person

Qualifications & attainments

- English and Maths to GCSE level or equivalent grade C or above.
- At least NVQ Level 3 Teaching Assistant qualification or equivalent or a willingness to work towards.
- Ideally educated to degree level.

Experience & knowledge

- Experience of working with children.
- Knowledge of the needs of students with IN and disabilities and the challenges they face, and a willingness to increase this level of knowledge.
- Understanding of the demands placed on students in this age group.
- Experience of supporting students in using assistive technology in the classroom, or a willingness to learn.
- Experience of working effectively as a member of a team and under own direction, and in prioritising workload.

Essential	Desirable
✓	
✓	
✓	✓
✓	
✓	✓
✓	

Skills & qualities

- Ability to be positive, open-minded, well-organised, flexible and adaptable.
- Ability to meet the educational and physical needs of students with a range of individual needs and disabilities, including toileting and personal care.
- Physically fit enough to support students with personal care needs.
- Ability to plan and implement teaching programmes for 1:1 and small group lessons and to support teachers in enabling all students to access the curriculum.
- Ability to manage record keeping and departmental resources.
- Ability to effectively communicate with students, staff and parents and to develop trusting and respectful relationships with them.
- Ability to demonstrate a commitment to equity of opportunity for all pupils.
- Respect for confidentiality of information concerning individual students and their families, and the ability to use discretion in circumstances of disclosure.

Essential	Desirable
✓	
✓	
✓	
✓	
✓	
✓	
✓	
✓	

Values & ethos

- Willingness to take responsibility for your own work and awareness of how this affects other team members.
- Commitment to child protection and the promotion of a safe environment for children and young people to learn in.
- Commitment to the school's support and promotion of equity and diversity.
- Commitment to continuous self-development and a willingness to learn.
- Enthusiasm for, an interest in, playing a full part in GSAL activities.
- Flexibility to work in other parts of the school with students of different ages.

Your benefits

Colleague benefits - term time only support

Colleagues at The Grammar School at Leeds have access to a wide range of benefits including:

Access to our Colleague Assistance Programme well-being app, Vivup, offering telephone counselling, financial and legal advice plus 6-8 face-to-face counselling sessions



Personal pension plan with Aviva up to 5% colleague contribution and 10% employer (with the facility to pay higher or lower colleague contributions)



Beautiful lunch time walking routes around our 140 acre site



Generous leave of absence scheme to support our colleagues when they need it



Colleague discounts through multiple providers, including Vivup, Discounts for Teachers and Extras



Access to our 24/7 GP provider, Health hero



Training and CPD available including five inset days per academic year



Enhanced school holidays, approximately 16 weeks non-term time



Onsite gym and swimming pool available for colleague use within set times as well as colleague classes such as pilates, meditation, kettlebells, spinning and bootcamps



Significant discount on school fees



Colleague lunches: three courses for £1 available during school lunchtimes plus free tea, coffee and hot chocolate machines



Childcare provided for colleague's children during school INSET days (from the age of 3 up to age 11)



Opportunity to be involved in co-curricular activities such as the colleague pantomime, wellbeing committee or volunteer for community events



Use of the school's extensive library facility



Free car parking available on site



Salary sacrifice schemes for cycle to work



Free after school childcare until 6pm for the hours that you are working (subject to availability)



Subsidised flu vaccination onsite



Enhanced payment for maternity, paternity and adoption leave (subject to meeting certain eligibility criteria)



Free use of the school bus service (subject to availability)



About us

The Grammar School at Leeds is a highly successful, academically selective co-educational school of over 2,000 pupils and 435 members of staff, based on a modern, purpose-built campus in north Leeds.

A rich heritage combined with an innovative approach, GSAL offers academic excellence and a breadth of opportunity that develops and celebrates the strengths of all pupils and staff. The school seeks to nurture all its pupils to make the most of their talents, realise their potential and develop a confidence to rise to any challenge.

Academic achievement is at the heart of a rounded education at the school. A rich, stimulating curriculum combined with a caring pastoral system helps to develop curious and successful learners and well-rounded citizens alongside achieving consistently excellent academic outcomes.

GSAL is a co-educational school which follows the 'diamond model'. Between the ages of 3 and 11, pupils are taught together before moving into predominantly single-sex academic classes from ages 11 to 16 years, later reverting to mixed teaching groups in sixth form. This structure offers the advantages of single sex teaching and learning, together with the continued benefits of mixed co-curricular and pastoral engagement.





Our ethos and values

The school aims to foster an inspiring environment of learning and aspiration where pupils and staff alike can flourish every day, within and beyond the classroom. Everyone in the community is encouraged to grow, reflect, be kind and have respect for others. The school is a positive, caring, and inclusive environment where every child is valued and supported by a dedicated team of staff to become confident, resilient, and capable young people.

The school also recognises its role in society more widely, inspiring an outlook that is both local and global, and fostering an ambition for the highest impact and achievement in life beyond the school gates.

The school operates on FREDIE principles:

Fairness
Respect
Equity
Diversity
Inclusion
Engagement

**PROUD TO BE™
FREDIE**

We care
We are brave
We grow a little every day



Equity, diversity and inclusion

Both Leeds Grammar School and Leeds Girls' High School were built on the principle of providing outstanding educational opportunities to young people regardless of their background. This inclusive approach remains at the heart of the school's ethos today. Pupils come from a wide range of backgrounds and all are valued and respected. As has been the case throughout the school's long history, a diverse school community is united by a common thread: a genuine love of learning.

In 2023 the school was awarded the Investors in Diversity accreditation and is proud to incorporate FREDIE values in all parts of school life. This award is recognised as the national equity standard. In the National Centre for Diversity 2023 awards Top 100 Most Inclusive UK Workplaces, GSAL was placed at number 14 and named School of the Year. Whilst the school was very proud to receive these accolades, it recognises that in an increasingly polarised world, ensuring that everyone in the school community feels heard, valued and respected is vital for creating a cohesive and tolerant school.



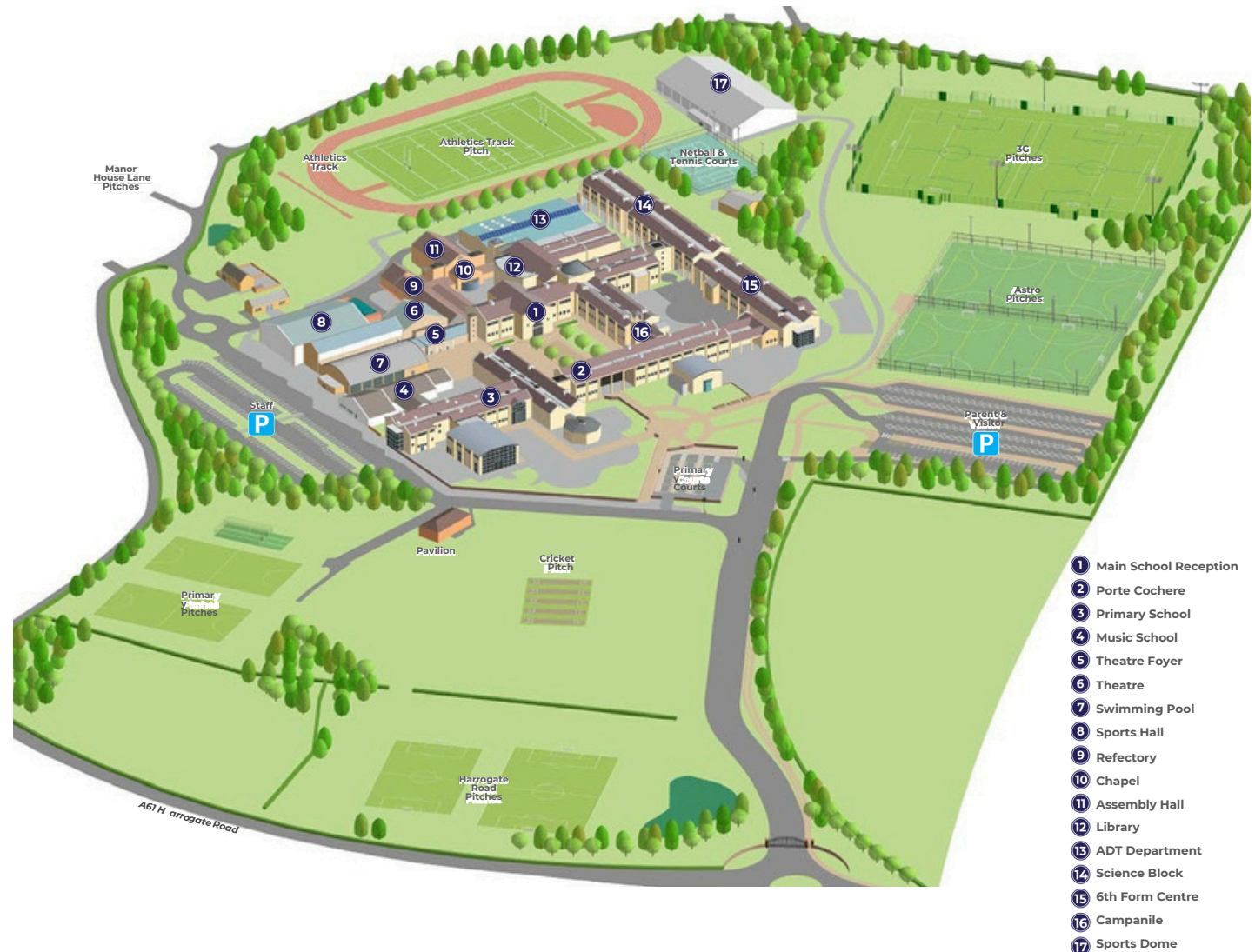
Our location and facilities

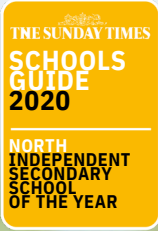
Leeds is a thriving city which has benefited from a period of sustained economic expansion. Vibrant and friendly, with a wide range of cultural, social, sporting and leisure activities, the city has something for everyone. Leeds offers the best of both worlds – all the advantages of a modern city with Yorkshire’s beautiful countryside on the doorstep. In 2022, The Sunday Times named Leeds as one of the best places to live in the UK.

The school occupies a 140 acre campus in north Leeds. The school is easily accessible to families from across Leeds as well as Harrogate, Wetherby, Ilkley and surrounding towns and villages. The school operates a comprehensive bus service which enables over 600 pupils a day to travel to and from school.

The campus has outstanding facilities. The Primary and Senior Schools each have their own well-equipped specialist classrooms, libraries, laboratories, halls, music rooms and indoor sports facilities. The Primary School has its own dining area for the youngest children, while in the Senior School there is a refectory, and each year group has a common room.

Sixth form students have their own café, common room and study areas. Modelled on some of the best university resource centres and libraries, the Lawson library in the Senior School provides an environment and range of study facilities befitting a 21st century campus, enhancing the learning experiences of pupils. In addition, a state-of-the-art swimming pool, track and field facilities, all weather pitches, 3G pitch and sports dome provide unrivalled opportunities for physical education.





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SCHOOL AT LEEDS

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