



## **Job description**

### **GSAL Owls**

#### **Job title: GSAL Owls Teaching Assistant**

**Responsible to:** GSAL Owls Manager and through them the Vice Principal and Head of Primary

**Hours/shift patterns:** Term time only, 20 hours per week, Monday – Friday, 14:00 – 18:00. Plus 10 additional days.

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### **Main responsibilities:**

- Support and deliver a variety of engaging, stimulating and diverse activities for the children, both indoor and outdoor, and to actively facilitate children's participation and engagement.
- Organise the setting out and storing of resources / activities and that all resources are kept clean and in good condition.
- Ensure all areas are tidied and cleaned up at the end of the session.
- Support and provide an appropriate environment for children to complete homework where appropriate.
- Ensure all children are safe and happy during their time in GSAL Owls through encouraging children to be involved in appropriate games/activities.
- Ensure that the children's behaviour is managed in line with the primary behaviour policy
- Ensure the health and safety of the children at all times in accordance with school policy with particular regard to the supervision of children both inside and outside.
- Ensure that the children are drinking regularly and supervise them when food is served to ensure good nutrition and sociable eating.
- When needed, assist children with personal care, assisting with toileting and other associated welfare duties.
- Administer first aid and look after children who are ill or injured.
- Attend reasonable out-of-working-hours activities, including training, staff meetings, parents evenings and special events
- Carry out health and safety checks as required to ensure the room is tidy, safe, clean and secure for children, staff, parents/carers and visitors

### **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.



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### Person specification

**Job title:** GSAL Owls Teaching Assistant

**Location:** The Grammar School at Leeds, Alwoodley

### Qualifications & attainments

1. Educated at a minimum to level 2, GCSE grade C/4 or above in Maths and English (or equivalent).
2. CACHE Level 3 Early Years Educator, or equivalent (desirable)
3. Paediatric first aid training and food hygiene or willingness to train

### Experience & knowledge

4. Previous experience working with children aged 3-11
5. Understanding of the needs and requirements of children aged 3-11
6. Awareness of Health and Safety and practical hygiene issues.

### Skills

7. Ability to work on own initiative and as part of a team
8. Ability to communicate appropriately with different levels
9. Basic computer literacy to deal with basic administration tasks
10. Ability to effectively communicate with students, staff and parents and to develop trusting and respectful relationships with them
11. Ability to demonstrate a commitment to equality of opportunity for all pupils

**Personal qualities**

12. Friendly, approachable and polite
13. Able to work under pressure
14. Openness to new ideas and practices
15. Flexible and adaptable, with a 'can do' attitude

**Values & ethos**

16. Commitment to the School's support and promotion of Equality & Diversity
17. Committed to child protection and the promotion of a safe environment for children and young people to learn in