



Ripon Grammar School

Job Description

General Teaching Assistant

Key Aspects of Role:

To work with teaching staff to support teaching and learning by working with individuals or small groups of students under the direction of teaching staff, and may be responsible for some learning activities within the overall teaching plan. May work in the classroom or appropriate location within the school, with access to support and guidance as required.

Reports To:

Inclusion Manager

Terms and Conditions:

20 hpw, Mon - Fri

NYCC Grade C (points 2-4) = £8,414.26 pa at point 2

Professional Attributes and Qualifications:

- Relevant qualifications
- Experience of working in a school and with students who have special needs

Specific Responsibilities and Duties

Supporting Learning and Development by:

- Support pre planned learning/behaviour activities as directed by the teacher.
- To undertake 1:1 support and small group work with identified students.
- Using agreed structured observation as directed by the class teacher to feedback on learning, behaviour, participation and achievement, to support the planning and evaluation of the learning process in respect of groups and individual students.
- Interact with students in ways that support the development of their ability to think and learn, including the use of careful questioning.
- Assist teachers in the implementation of appropriate behaviour management and teaching & learning strategies.
- Support students in their social and emotional wellbeing, in implementing related programmes, including social, health and physical needs.
- Assist in escorting and supervising students on educational visits and out of school activities.
- Involvement in transitional planning (KS2-3, KS3-4 and KS4-5).

Communication:

- Under the general direction of the teacher participate in establishing and maintaining effective relationships with students, parents, carers and with other agencies/professionals.
- Communicate effectively with all students, families, carers and other agencies/professionals.
- Share information confidentially about students with teachers and other professional as require.
- Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality.
- Participate in staff meetings.

Safeguarding and Promoting the Welfare of Children/Young People

- Carry out tasks associated with students' personal welfare, including physical and medical needs, whilst encouraging independence.
- Be responsible for promoting and safeguarding the welfare of students in line with policy and legislation, raising concerns as appropriate

Administration/Other

- Prepare classroom materials and learning areas, and undertake minor clerical duties e.g. photocopying and displaying students' work.
- Support the use of ICT and adhere to relevant policies.
- Supervise and provide access arrangements for students sitting internal and external examinations and tests as required, ensuring that examinations comply with the Examination Board Regulations.
- Participate in appraisal, training and other learning activities.

Health & Safety

- Be aware of and implement, health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy.
- Work with colleagues and others to maintain health, safety and welfare within the working environment.

Data Protection

- To comply with the school's policies and supporting documentation in relation to Information Governance - this includes Data Protection, Information Security and Confidentiality.

Equality

- Promote inclusion and acceptance of all students within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values.

Customer Service

- Ripon Grammar School requires a commitment to equity of access and outcomes; this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.
- Ripon Grammar School requires that staff offer the best level of service to their customers and behave in a way that gives them confidence

Any other duties as reasonably requested by the Headmaster