



JOB DESCRIPTION

POST:	General Teaching Assistant (GTA) (SEN)
GRADE:	Grade C, SCP 2-4 (Paid Term Time Only) with SEN allowance
RESPONSIBLE TO:	Head Teacher / Class Teacher/ SENCO
STAFF MANAGED:	None
POST REF:	GTA SEN JOB FAMILY: 7
JOB PURPOSE:	<p>Job Purpose To support teaching and other staff in assisting the delivery of the curriculum and other learning processes, in direct contact with pupils. The role will involve working with an individual pupil under the direction of appropriate staff.</p> <p>Special Educational Needs (SEN) Allowance Where a General Teaching Assistant works wholly or mainly with pupils with a Statement of Special Educational Needs or works in a special school they are entitled to be paid the Special Educational Needs Allowance.</p>
JOB CONTEXT:	<p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
<p>For an identified pupil, be responsible for the supervision, care and implementation of health care and education plan.</p> <p>Effective Communication and engagement with children, young people, their families and carers</p>	<ul style="list-style-type: none"> • Ensure pupil's physical and emotional needs are met. • Deliver education programme in line with class staff team. • Under the general direction of the class teacher, take part in establishing constructive relationships with children, parents/carers and with other agencies/professionals. • Communicate effectively with all children, young people, families and carers. • Provide support and encouragement to children and young people. • Know that communication is a two way process.

Child and young person development	<ul style="list-style-type: none"> • Provide, with appropriate guidance and supervision limits, educational, health, emotional and physical support to the pupil. • Assist in the implementation of appropriate behaviour management strategies. • Observe a child or young persons' behaviour, understand its context, and notice any unexpected changes. • Know how to interact with children in ways that support the development of their ability to think and learn. • Assist in escorting and supervising pupils on educational visits and out of school activities • Undertake break supervision and lunchtime supervision as required
Safeguarding and promoting the welfare of the child	<ul style="list-style-type: none"> • Assist with the supervision of groups and individual students as required. • Assist with playground supervision, personal care routines, health and medical regimes. • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for one and come into contact with.
Supporting transitions	<ul style="list-style-type: none"> • Listen to concerns; recognise and take account of signs of change in attitudes and behaviour. • Understand your own role and its limits and the importance of providing care or support.
Multi-agency working	<ul style="list-style-type: none"> • Know the value and expertise you bring to a team and that brought by your colleagues. • Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children, young people and families.
Sharing information	<ul style="list-style-type: none"> • Provide feedback, as requested, to the class teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual students. • Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security. • Understand the importance of sharing information, how it can help and the dangers of not doing so. • Be aware of own (and others') professional boundaries.

	<ul style="list-style-type: none"> Attend staff meetings, training days and management team meetings by agreement with the Headteacher.
Administration/Other	<ul style="list-style-type: none"> Prepare and keep clean materials and undertake minor clerical duties. Participate in the School's performance management scheme. Participate in training and other learning activities
Safeguarding and Promoting the Welfare of Children/Young People	<ul style="list-style-type: none"> Carry out tasks associated with pupils' personal hygiene, (including personal intimate care) and welfare, including physical and medical needs, whilst encouraging independence Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate Assist with playground and lunchtime supervision.
Health & Safety	<ul style="list-style-type: none"> Be aware of and implement your 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 and procedure Work with colleagues and others to maintain health, safety and welfare within the working environment
Data Protection	<ul style="list-style-type: none"> To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Equalities	<ul style="list-style-type: none"> Promote inclusion and acceptance of all pupils 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 Develop understanding of equality issues.
Customer Service	<ul style="list-style-type: none"> The County Council 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 The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values
Date of Issue:	

PERSON SPECIFICATION**JOB TITLE:** General Teaching Assistant**GRADE:** Grade C (SCP 2-4) with SEN Allowance

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT
Qualifications & Training			
Mathematics and English GCSE Grade C or equivalent	X		2 & 5
Relevant NVQ Level 2 qualification (or equivalent).	x		
Relevant NYQ Level 3 qualification (or equivalent)	X		
Experience			
Experience appropriate to working with children in an education setting.	X		2 & 4
Experience of assisting children with specific SEN (further details available on enquiry)	X		2 & 4
Experience of working with children with ADHD for at least one year.		X	2 & 4
Experience of working in a class based environment with SEN pupils.	X		2 & 4
Skills & Knowledge			
Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, children, young people, their families and carers.	X		2, 3 & 4
Good understanding of child development		X	2 & 4

and learning processes.			
Sound literacy/Numeracy skills	X		2 & 4
Behaviour management.	X		
Basic IT skills.	X		
Basic First Aid qualification.		X	
Personal Qualities			
Ability to work flexibly and adapt to rapid change.	X		2 & 4
Ability to work successfully as part of a team.	X		2 & 4
Willingness to accept direction and advice Demonstrable interpersonal skills.	X		
Calm response to the unexpected.	X		
Confidentiality.	X		
Other Requirements			
To be committed to the school's policies and ethos.	X		2 & 4
To be committed to Continuing Professional Development	X		2 & 4
Motivation to work with children and young people.	X		2 & 4
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	X		2 & 4
Emotional resilience in working with challenging behaviours; and, attitudes to use authority and maintaining discipline.	X		2 & 4

Equal opportunities To assist in ensuring that NYCC's equalities policies are considered within the school's working practices in terms of both employment and service delivery	X		2 & 4
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- Assessment:**
1. Test prior to shortlisting (i.e. all applicants)
 2. From application form
 3. Task during interview
 4. Probing at interview
 5. Documentary Evidence

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas.