



DISCOVERY PRIMARY ACADEMY

General Teaching Assistant Job Description

Discovery Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Job Title: General Teaching Assistant

Grade: 6 32.5 hours

Main purpose

The TA will:

- Work with class teachers to raise the learning and attainment of pupils.
- Promote pupils' independence, self-esteem and social inclusion.
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement.
- Including 25 minutes in the dining hall or outside supervising pupils at lunchtime

Duties and responsibilities

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND).
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- To promote and support Cooperative Learning across the curriculum.
- To effectively use SFA and Maths No Problem strategies and resources.
- Use effective behaviour management strategies consistently in line with the Academy's policy and procedures.
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.
- Observe pupil performance and pass observations on to the class teacher.
- Supervise a class if the teacher is temporarily unavailable.

- Undertake any other relevant duties given by the class teacher.
- To cover and lead group teaching (with guidance) as and when appropriate.
- Read and understand lesson plans shared prior to lessons, if available.
- Prepare the classroom for lessons as appropriate.

Supporting Lunchtimes

- To be responsible for general well-being of pupils in the dinner hall and maintain high levels of cleanliness and hygiene.
- Where appropriate, deal with first aid matters.
- To be responsible for supervising children outside at lunchtime.
- To involve the children in a variety of games during their outdoor play.

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher.
- Communicate their knowledge and understanding of pupils to other Academy staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Collaborate and work with colleagues and other relevant professionals within and beyond the Academy.
- Develop effective professional relationships with colleagues.

Whole-Academy organisation, strategy and development

- Contribute to the development, implementation and evaluation of the Academy's policies, practices and procedures, so as to support the Academy's values and vision.
- Make a positive contribution to the wider life and ethos of the Academy.

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and The 4Cs MAT child protection policy.
- Look after children who are upset or have had accidents
- When trained to do so, provide first aid.

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with Academy leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Academy.
- Take part in the Academy's appraisal procedures.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside Academy.
- Have proper and professional regard for the ethos, policies and practices of the Academy, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Academy community.
- Respect individual differences and cultural diversity.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Variation Clause

This is a description of the job as it is constituted at the date shown. It is the practice of the Academy to examine job descriptions periodically, update them and ensure that they relate to the job performed, or to incorporate any proposed changes consistent with funding. This procedure will be conducted by the Head of the Academy in consultation with the post holder

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date: