



Clacton County High School

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Higher Expectations, Raising Aspirations, Transforming Lives

JOB DESCRIPTION 2022

TITLE OF POST: Graduate Teaching Assistant 1-year fixed term contract

RESPONSIBLE TO: Executive Headteacher/Head of School

LINE MANAGER: Director of Inclusion (SENDCo)

SALARY GRADE: Scale 3 Spine 4

JOB PURPOSE:

- To support staff in range of subjects appropriate to agreed areas of expertise and to provide educational support to students with all types of differentiated abilities; including high ability students and those with a special educational need
- To ensure the safety and well-being of students at all times.

CORE REQUIREMENTS:

In fulfilling the requirements of the role, the post holder will demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in all stakeholders and colleagues.
- Use the performance management process to enhance personal professional practice in line with the school's aspirations and priorities.
- Promote the wider aspirations and values of the school.
- Recognise the importance of confidentiality and uphold the requirements of the new GDPR legislation.
- To be an effective communicator with all stakeholders, visitors and external professional colleagues as required.

KEY RESPONSIBILITIES

- Provide particular and skilled 1-1 support to students as directed by the Inclusion Support Co-ordinators or SENDCo/Assistant SENDCo.
- To encourage the inclusion of students with SEND in a mainstream setting, but also to work with our high achieving students in order that each individual student is able to achieve their potential.
- To make a practical contribution to the implementation of the student's One Plan and/or Education Health Care Plan.
- To model, within class, support strategies designed to encourage and develop independence in a variety of settings, i.e. with individuals and group/whole class settings.

- Understand specific learning needs and styles and provide differentiated support to students individually and within a group in partnership with the teacher.
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to students' responses as appropriate.
- Establish positive relationships with students.
- Provide feedback to students in relation to attainment and progress under the guidance of the teacher.
- Support students with activities which support literacy and numeracy skills.
- Support the use of ICT and develop students' competence and independence in its use.
- Promote positive student behaviour in line with school policies and help keep students on task.

GENERAL RESPONSIBILITIES:

- To understand and apply school policies in relation to health, safety and welfare.
- Attend relevant training and take responsibility for own personal development.
- Attend relevant school meetings as required.
- To respect confidentiality at all times.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the Sigma Trust's Equal Opportunities Policy.

The local governance committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and comply with expectations as defined within the school's Code of Conduct and Leave of Absence policies.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher/Head of School, Sigma Trust committee or the local governance committee to carry out appropriate duties within the context of the job, skills and grade.

This job description is current at the date shown but, in consultation with you, may be changed by the Executive Headteacher/Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ Post holder _____ Date: _____

Signed: _____ Line manager _____ Date: _____

Signed: _____ Executive Headteacher/Head of School _____ Date: _____

Person Specification – Graduate Teaching Assistant

	Essential	Desirable
Degree in a relevant subject	✓	
Good level of literacy and numeracy.	✓	
ICT literate and able to use ICT to enhance learning.	✓	
Effective time management.	✓	
Excellent organisation skills.	✓	
A willingness to consider teaching as a career path.	✓	
Experience working with young people.		✓
Recent CPD relevant to this post.		✓
A commitment to undertake further professional development.	✓	
Ambition and drive.	✓	
The ability to work autonomously and as part of a team.	✓	
The ability to motivate and develop students.	✓	
The ability to assist with co-ordination of activities.	✓	
Excellent interpersonal skills.	✓	
Excellent communication skills with all stakeholders.	✓	
A genuine commitment to inclusive education for students in a comprehensive and a multi-cultural environment.	✓	
A willingness to contribute to the wider life of the school.	✓	