

## **JOB DESCRIPTION**

**JOB TITLE: General Teaching Assistant**

**GRADE: Band 4 (sc 9 – 13)**

**RESPONSIBLE TO: The Headteacher / Class Teacher**

## **JOB PURPOSE**

To Support teaching and other staff in assisting the delivery of the national curriculum and other learning processes, in direct contact with students. The role will involve working with both groups and individual students under the direction of the class teacher and other appropriate staff.

## **ACCOUNTABILITIES/MAIN RESPONSIBILITIES**

### **Supporting and Delivering Learning**

- Supporting the learning process under the direction of the teaching or other appropriate staff.
- Providing, with appropriate guidance and supervision limits, educational, emotional and physical support to students.
- Providing 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.

### **Behaviour/Guidance/Support**

- Assisting with the supervision of groups and individual students as required.
- Assisting with playground supervision.
- Under the general direction of the class teacher take part in establishing constructive relationships with parents/carers and with other agencies/ professionals.
- Assist in the implementation of appropriate behaviour management strategies.

### **Curriculum Resource Support**

- Preparation of materials and minor clerical duties.
- Participate in relevant training as appropriate.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security.