



Job Description			
Job Title	Graduate Teaching Assistant	Job Holder	
Author	Jo Evans	Date Created	
Date Reviewed		Next Review Date	
Level		SCP	

This Job Description sets out the scope, duties, responsibilities and working practices that the successful applicant will be required to undertake, discharge and demonstrate on an ongoing basis.

Outline Description of Role
<p>To supplement and extend the teacher's work by supporting and scaffolding pupils learning to improve the progress and attainment of the pupils            To assist the teacher with the management of the class.</p>

Responsibilities	
1.	Organise and maintain the learning environment under the direction of the class teacher.
2.	Use knowledge and skills e.g. literacy, numeracy and science, to contribute to pupil learning as directed.
3.	Assist with personal care of the children.
4.	Work with small groups or individuals as directed by the Year Leader.
5.	Discuss with the teacher and contribute to classroom planning.
6.	Record pupil activities and achievements as directed.
7.	Support the teacher by accompanying pupils on off-site activities.
8.	Work as part of a team to ensure the wellbeing, behaviour and personal development of pupils.
9.	Maintain confidentiality.
10.	Understand and assist in interpretation of school policies.
11.	Comply with safeguarding protocols and demonstrate at all times.

Duties	
12.	Undertake such other duties as reasonably correspond to the general character of the post and commensurate with being a member of the Claycots School leadership team.
13.	Contribute to and exemplify the values of the Claycots School. The post-holder will be expected to comply with any reasonable request from the Head Teacher and Business Manager to undertake work of a similar level that is not specified in this job description. Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
14.	Understand and comply with the Support Staff Standards at all times.



15.	Actively promote the inclusion of all children into whole school activities.
16.	Actively seek opportunities for professional development.
17.	Be aware of and respect all children's religious beliefs and cultures.
18.	Support, promote and comply with decisions and policies agreed by the SCT and the governing body.
19.	Develop effective, professional working relationships with colleagues
20.	Have due regard for health and safety of self, staff, children and visitors and have responsibility for bringing all matters of concern to the attention of the Business Manager.
21.	Promote collaborative working amongst the Year Team and Phase staff.
22.	Supervise children with vigilance at break times as part of a rota system.
23.	Administer basic First Aid and be willing and able to assist children when they are ill and be willing to clear up if a child has any sort of accident e.g. sickness or toileting around the School.
24.	Undertake a 30-minute duty each week.

Compliance	
25.	During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Claycots School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.
26.	During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.
27.	In accordance with the School's commitment to follow and adhere to the latest update of the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school. You are also required to know and comply with the latest update of DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People'. You are required to have satisfactory Enhanced CRB clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times
28.	The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.
29.	No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Claycots School. No smoking or intoxicants are permitted in School vehicles or in any



	vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.
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