

Job Description

Title of post	<i>General Teaching Assistant</i>
Salary	<i>Grade C/D points 3 – 6 £22,737 - £23,893 FTE. Actual salary: £10,405 - £10,994</i>
Hours of work	<i>19.75 per week. Term time only plus 5 training days.</i>
Line manager and responsible for reviews	<i>Headteacher/Class Teacher</i>

Purpose of the Post

- Work within the NSAT Conditions of Service.
- Support and promote the ethos, policies and development plan of the Academy/Trust.
- Take part in performance management procedures within the Academy/Trust.
- Attend and contribute to appropriate professional development meetings and training activities.
- Undertake whatever other duties might reasonably be requested by the Head of Academy or Line Manager subject to appropriate competence and training.

Main Duties/Responsibilities

General

- Support pre planned learning / behaviour activities as directed by the teacher.
- Use agreed structured observation as directed by the class teacher to feedback on learning, behaviour, participation and achievement, to support the planning and evaluation of the learning process in respect of groups and individual pupils.
- Interact with pupils in ways that support the development of their ability to think and learn, including careful questioning.
- Assist teachers in the implementation of appropriate behaviour managements and teaching and learning strategies.
- Support pupils in their social and emotional wellbeing, in implementing related programmes , including social, health and physical needs.
- Assist in escorting and supervising pupils on educational visits and out of school activities.
- Undertake break supervision as required.
- Under the general direction of the teacher participate in establishing and maintaining effective relationships with pupils, parents/carers and with other agencies / professionals.
- Prepare classroom materials and learning areas and undertake minor clerical duties e.g. Photocopying and displaying pupils work.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.