**Job Description**

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| **Role** | Fixed Term Teaching Assistant | **Team** | Support Staff |
| **Reports To** | HLTA/Line Manager | **Responsible For** |  |

**Job Summary**

**Fixed Term until 19th December 2025.**

To work under the direction of the teaching and senior staff to support pupils’ learning and welfare, help ensure the smooth running of department and assist in the delivery of high-quality education. You will work to promote equality of opportunity, safeguard children’s welfare, maintain confidentiality and contribute positively to the life and ethos of the school.

**Job Responsibilities**

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| Key Areas | Tasks |
| Support for Pupils | Attend to pupils’ personal needs, including implementing individual learning and care programmes covering social, health, hygiene and welfare needs |
| Supervise and support pupils in accessing learning and engaging in activities led by a teacher |
| Promote inclusive practices and encourage interaction and independent learning |
| Establish trusting relationships with pupils, acting as a positive role model and upholding dignity, mutual trust and respect. |
| Maintain high expectations of behaviour, promoting self-control and independence |
| Support behaviour management using praise, sanctions and rewards consistently in line with GUST’s Behaviour Policy. |
| Promote and safeguard the welfare of the children and young people and report any concerns promptly. |
| Support for Teachers | Prepare and clear the classroom before and after lessons as directed |
| Assist with displays of pupils’ work and help maintain classroom resources and equipment |
| Report pupil progress, problems and achievements to the teachers |
| Maintain pupil records and provide basic clerical support such as photocopying, filing and work processing. |
| Assist with managing pupil behaviour in line with school policies |
| Gather or provide information to parents/carers as directed |
| Support for the Curriculum | Help pupils understand instructions and support learning |
| Support the ice of ICT and prepare resources as required |
| Undertake development projects to support teaching priorities when requested |
| Support for the School | Comply with school policies including Health & Safety, Child Protection and Safeguarding, Equality & Diversity, GDPR and Social Media etc. These can all be found on StaffShare and are updated annually. |
| Promote the schools’ ethos, vision, aims and values in all interactions |
| Assist with supervision of pupils outside the classroom, such as lunch time or on school trips |
| Register attendance and supervise pupils before, during or after lessons if required |
| Provide assistance and supervision to maintain a safe working environment and report any safety concerns promptly. |
| Teamwork and Professional Responsibilities | Work collaboratively with colleagues, parents/carers and external agencies to support pupils’ learning and well-being. |
| Attend meetings and training to contribute to curriculum development, pastoral support and school improvement. |
| Undertake ongoing professional development and training, acting on feedback and appraisal outcomes |
| Maintain confidentiality at all times and comply with GDPR and safeguarding requirements |

The duties and responsibilities may vary over time. Post holder is expected to undertake any other duties and responsibilities relevant to the nature of the role or comply with any reasonable request by SLT.

**Work Arrangements**

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| **Transport Requirements** | None |
| **Working Pattern** | Monday-Thursday: 8:30am-2:30pmFriday: 8:30am-1pm |
| **Work Location** | GUST Independent School |