

## GRADUATE TEACHING ASSISTANT – JOB DESCRIPTION

<b>Department</b>	Teaching and Learning
<b>Main purpose of role</b>	<p>The role of the Graduate Teaching Assistant (GTA) at Princethorpe College is very varied and we try to accommodate the particular skills of each person. For example, there are opportunities to support our Games department with involvement in teaching and coaching several sports or supporting teachers of other subjects may also be offered, i.e., Technology, or, where appropriate, Languages.</p> <p>Key skills of each person will be used wherever possible in their related subject. In addition, regular tasks like bus duty, playground supervision, supporting the administrative staff, the supervision of pupils in after school study, and admin-based tasks such as Duke of Edinburgh's Award or House administration are shared out fairly between all the GTAs.</p> <p>Flexibility is an important part of the job. Liaising with your line manager over unexpected and significant jobs is a central part of the role. Occasionally there are weekend or evening events which the GTA's are required to support, for example, Entrance Exam Day, Open Days and Progress Evenings.</p>
<b>Reporting to</b>	Assistant Head (Teaching and Learning)
<b>Departmental Information</b>	<p>GTAs work alongside members of both teaching and support staff at the College. Care must be taken to act responsibly and with due discretion at all times.</p> <p>The organisation, known for its friendly, welcoming and open atmosphere, employs staff with a very wide variety of expertise and specialisms. Working for the Princethorpe Foundation would give a great chance to learn and develop in a fast-paced environment with no two days being the same.</p>
<b>Key duties and responsibilities</b>	<p><b>General duties</b></p> <ul style="list-style-type: none"> <li>Assist in getting the classroom ready for lessons and clearing away afterwards so as to maintain a safe and clean environment.</li> <li>Assisting Teachers in preparing the lesson materials and school equipment.</li> <li>Recording and reporting a pupil's progress to the Teacher.</li> <li>Helping pupils stay focused during class.</li> <li>Promote inclusion, encouraging pupils to interact and work collaboratively.</li> <li>Supervising group activities, sports events and school outings.</li> <li>Helping Teachers manage student behaviour.</li> <li>Looking after children who are unwell or upset.</li> <li>Providing a healthy and safe learning environment for children.</li> <li>Support administration of registers and the student hub.</li> <li>Support administration with admissions and marketing.</li> </ul> <p><b>Communication with parents</b></p> <ul style="list-style-type: none"> <li>Follow College policies on communication with parents through the established channels where required.</li> <li>Participate at parents' evenings and tutor evenings as required.</li> <li>Maintain pupil and family confidentiality.</li> </ul>

	<p><b>Staff development</b></p> <ul style="list-style-type: none"> <li>• Participate in College meetings and INSET days as required.</li> <li>• Participate in the College staff appraisal and self-evaluation processes.</li> </ul> <p><b>Resource deployment</b></p> <p>Take responsibility for the care of resources such as sports equipment and facilities.</p> <p><b>College Ethos</b></p> <ul style="list-style-type: none"> <li>• Promote the College ethos at all times by being a positive role model.</li> <li>• Play a full role in College life and participate in co-curricular activities.</li> </ul> <p><b>Duties</b></p> <ul style="list-style-type: none"> <li>• Perform before school, break, lunchtime and afterschool duties as requested.</li> <li>• Prep duty (on a rota) from 4-6pm each day.</li> <li>• Bus duty (on a rota) before and after school.</li> </ul> <p>Any other duties as commensurate within the grade in order to ensure the smooth running of the College. The Foundation reserves the right to amend these duties from time to time according to business needs.</p>
<p><b>Hours and place of work</b></p>	<p>The GTAs work term time, plus INSET (36 weeks per year). The core working hours during the school day are Monday to Friday, 8.15am to 4.00pm (including an hour unpaid break).</p> <p>GTAs also support prep duty after 4.00pm which is on a rota basis. The total hours worked per week will be 38.75.</p> <p>In addition to the weekly hours, GTAs are expected to support school events such as Entrance Exams, Open days, progress review evenings and school fayres etc. These additional hours will be advised in advance by the line manager and will equate to a maximum of 43 hours across the academic year and will be claimed for via timesheet.</p> <p>Holiday pay is also accrued and paid for hours worked.</p>
<p><b>Salary</b></p>	<p>The salary is on D5 of the of the Princethorpe Foundation salary scale, currently £12.88 per hour, £25,106.25 full time equivalent per annum. £20,57210 actual basic pay based on 38.75 hours per week, with additional hours for school events as mentioned above claimed via timesheet.</p> <p>Accommodation may be available after completion of an initial induction period and is provided in single study bedrooms with en-suite or shared bathroom and kitchen facilities. The cost for the accommodation is currently from £140.00 per month.</p>
<p><b>Safeguarding Children</b></p>	<p>The postholder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's child protection policy statement at all times.</p>

	If in the course of carrying out the duties of the post the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the school must report any concerns to the Deputy Head (Pastoral) or the Headmaster.
<b>Mandatory training</b>	<ul style="list-style-type: none"><li>• Safeguarding training</li><li>• Health &amp; Safety induction</li></ul>

<b>PERSON SPECIFICATION</b>		<b>Essential</b>	<b>Required</b>	<b>Desirable</b>
<b>Experience/ knowledge</b>	Relevant work experience either with children or a related field			<b>Y</b>
	Experience establishing successful learning relationships with young people			<b>Y</b>
	Good numeracy and literacy skills	<b>Y</b>		
	Able to adapt to work with a variety of different learning environments and methods	<b>Y</b>		
<b>Technical job related skills</b>	Good administrative, and computer skills	<b>Y</b>		
	Good problem-solving and organisational skills	<b>Y</b>		
	Attention to detail	<b>Y</b>		
	Active listening skills			
	Excellent communication and interpersonal skills	<b>Y</b>		
<b>Personal job-related skills</b>	Ability to create a positive learning environment for pupils	<b>Y</b>		
	Ability to deal with confidential information and an understanding of data protection legislation	<b>Y</b>		
	Helpful, positive, patient and caring nature			
	Ability to work on own initiative as well as part of a team	<b>Y</b>		
	Ability to deal effectively with a wide variety of queries	<b>Y</b>		
	Ability to follow existing procedures and make suggestions on improving policies and procedures	<b>Y</b>		
	Resilient and motivated to continually improve standards and achieve excellence	<b>Y</b>		
	Enthusiasm and commitment to the aims of the school	<b>Y</b>		
	A conscientious and flexible approach to work	<b>Y</b>		
	Ability to relate well to children and adults	<b>Y</b>		
<b>Qualifications</b>	A bachelor's degree or equivalent	<b>Y</b>		
<b>Other requirements</b>	Driving Licence and own transport			<b>Y</b>