




**National Teaching School**  
designated by  
  
**National College for  
Teaching & Leadership**



# GREAT SANKEY HIGH SCHOOL

Graduate Teaching Assistant: English

## JOB DESCRIPTION & PERSON SPECIFICATION





## **GREAT SANKEY HIGH SCHOOL**

### **JOB DESCRIPTION**

## **Graduate Teaching Assistant: English**

#### **Core Purpose:**

We are looking for a talented and motivated graduate of English to support the academic progress of students in Years 7-11. This post is particularly suitable for those considering a career in teaching.

#### **Key Responsibilities:**

- Provide one to one and small group subject specific tuition to students in Years 7-11
- Assist with the development and implementation of intervention programmes
- Establish constructive relationships with pupils and interact with them accordingly
- Create and maintain a purposeful, orderly and supportive environment
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, and emerging problems.

This job description is not necessarily a comprehensive definition of the post and will be subject to modification or amendment at any time after consultation with the post holder. The post-holder will undertake the professional duties of a member of school staff as circumstances may require under the reasonable direction of the Headteacher.

## **Person Specification / Selection Criteria for JOB TITLE**

**Note:** The Applicant will be required to safeguard and promote the welfare of children

and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.

### **[A] Qualifications**

Qualification requirements	Essential	Desirable	Source
Hold a good honours degree in English or closely related discipline	E		AF

### **[B] Experience**

	Essential	Desirable	Source
Experience of managing and being responsible for own workload.	E		AF/I
Computer literate – must have good ICT skills including a working knowledge of MS packages e.g. Word, PowerPoint, Outlook, Excel etc.	E		AF/I
Experience of working with young people in an education or training environment		D	
Experience of establishing and maintaining positive working relationships with a range of stakeholders at all levels		D	

### **[C] Knowledge/Understanding**

	Essential	Desirable	Source
Ability to work using own initiative, exercising good judgement as appropriate	E		AF/I
Ability to maintain confidentiality; having tact and diplomacy where necessary.	E		AF/I
Ability to interest, encourage, motivate and engage children.	E		AF/I
Knowledge of strategies in working with young people		D	AF/I

### **[D] Personal Qualities and Skills**

	Essential	Desirable	Source
Good interpersonal and communication skills, with an excellent standard of written and spoken English.	E		AF/I
Good administrative and organisational skills.	E		AF/I
Flexibility of approach to work.	E		AF/I

### **[E] Pre-Employment Checks**

	Essential	Desirable	Source
Positive recommendation from all referees, including current employer	E		R
DBS Clearance post appointment	E		N/A

**[F] Application Form and Supporting Statement**

The form must be fully completed and legible.

The supporting statement should be clear, concise and related to the specific post.

There should be no unexplained gaps in career history.

*(Source: AF=Application (form+letter); I=Interview; R=Reference)*