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)