



HNF TEACHING ASSISTANT
VALLEY INVICTA PRIMARY SCHOOL AT KINGS HILL



JOB DESCRIPTION	
Job Title	Higher Needs Funding Teaching Assistant
Grade	VIAT 2
School / Department	VIPS Kings Hill
Base	Kings Hill
Hours	37 Hours per week Term Time Only
Reports to	Head Teacher
Accountable to	Headteacher/Classroom Teacher/Senior Leadership

Job Summary

To undertake work/care/support programmes to enable access to learning for a pupil 1:1 and to liaise with the class teacher and SENCo in planning for the inclusion of the child.

To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for the pupil, taking account of needs and interests.

Key Working Relationships

- Headteacher
- Teachers
- Associate/support staff
- Primary School Improvement Director
- Parents
- Visitors
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Key Responsibilities

Support for pupils:

- To develop a knowledge of a range of learning support needs and to develop an understanding of the specific needs of the pupil to be supported;
- To supervise and provide particular support for a key pupil, ensuring their safety and access to learning activities;
- Taking into account the learning support involved, to aid the other pupils in the class to learn as effectively as possible both in group situations and on his/her own by, for example:
 - clarifying and explaining instructions;
 - ensuring the child is able to use equipment and materials provided;
 - assisting in weaker areas, e.g. language, behaviour, social skills, reading, spelling, handwriting/presentation;
 - helping the child to concentrate on and finish work set;
 - meeting physical / sensory needs as required whilst encouraging independence;
 - assisting with the development and implementation of Individual Education/Behaviour Plans;
 - developing appropriate resources to support the child's engagement;

- providing support for individual children inside and outside the classroom to enable them to interact with others and engage in activities led by the teacher.
- Assist with pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist with pupils in activities (may involve lifting, where mobility is an issue).
- To establish a constructive relationship with pupils and interact with them according to individual needs;
- To promote the inclusion and acceptance of all children;
- To set behaviour and social expectations and promote self-esteem and independence;
- To provide the necessary pastoral care to enable children to feel secure and happy;
- To provide feedback to pupils in relation to progress and achievement under the guidance of the teacher;

b. Support for teachers

- Assist with the class teacher (and other professionals as appropriate), in the development and planning of a suitable programme of support for pupil;
- Monitor the pupil's responses to learning activities and accurately record achievement as directed;
- Provide regular feedback about the child to the teacher;
- Contribute to the maintenance of child's progress records;
- Participate in the evaluation of the support programme;
- Promote good behaviour, dealing promptly with conflicts and incidents in line with established policy, and encourage respectful and inclusive behaviour.
- Establish constructive relationships with parents/carers;
- Administer routine tests and undertake routine marking of child's work alongside the class teacher, with guidance and support;
- Photocopy or prepare learning tasks in order to support teaching of the pupil.
- Invigilate whole school assessments and rests if requested.

c. Support for the curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses;
- Support the use of ICT in learning activities and develop pupil's competence and independence in its use;

d. Support for the School

- Be aware of and comply with the procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
- Contribute to the overall ethos/work/aims of the school;
- Appreciate and support the roles of other professionals;
- Attend and participate in relevant meetings as required;
- Where appropriate develop a relationship to foster links between home and school;

- Liaise, advise and consult with other members of the team supporting the children as appropriate;
- Contribute to reviews of children's progress as appropriate,
- Set a good example in terms of dress, punctuality and attendance;
- Prepare and present displays of children's work as required;
- Monitoring mealtimes including promoting good table manners;
- Undertake other duties from time to time as required by the headteacher.

e. Support for the Trust

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the relevant Trust lead.
- To contribute to overall ethos, work and mission statement of the Trust.
- To undertake broadly similar duties commensurate with the level of the post required by the Headteacher/Trust Management Group.
- Participate in the school's appraisal process.

f. Support for the Trust

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the relevant Trust lead;
- To contribute to overall ethos, work and mission statement of the Trust;
- To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher/Trust Management Group;
- Participate in the school's appraisal process;
- Where appropriate, take part in the appraisal and professional development of others.

g. Safeguarding

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

h. Equality and Diversity

- The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is that each individual will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

i. Representing the Trust

- To act as ambassador for the Trust, ensuring that the needs and views of the Trust are fairly represented in external (including national and sector) forums and that opportunities are taken to enhance the reputation of the Trust and realise business development opportunities.

Safeguarding

As a VIAT employee you will commit to safeguarding and promoting the welfare of children and young people.

Equality and diversity

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

Statement

The list of duties in this job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

PERSON SPECIFICATION

AREA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> English and Mathematics GCSE (C grade or above) 	<ul style="list-style-type: none"> Teaching Assistant qualification. First aid qualification or be prepared to undergo first aid training Level 2 Diploma (or equivalent) with proficient practical skills.
Experience	<ul style="list-style-type: none"> Experience of observations and Early Years Foundation Stage curriculum An Understanding of relevant policies/codes of practice and awareness of relevant legislation 	
Knowledge	<ul style="list-style-type: none"> Knowledge and experience of observations and Early Years Foundation Stage curriculum 	
Skills	<ul style="list-style-type: none"> Be able to support teaching staff in providing a stimulating and caring learning environment Be committed to supporting and nurturing children, adopting an inclusive approach that enables them to reach their full potential. Motivate and inspire children to learn. Be able to work as part of a team and on their own initiative. Be able to adapt and respond to children's individual emotional and physical needs Ability to use ICT effectively to support learning Ability to use other equipment technology, e.g. video, photocopier 	
Attributes	<ul style="list-style-type: none"> Ability to deal calmly with different situations as they arise Develop good relationships with pupils, parents and staff Understand and respect the principles of confidentiality The ability to communicate effectively with a wide range of people, including children, staff, parents and maintain full confidentiality at all times. A warm and welcoming manner. The ability to manage self & time well. A positive approach to self-improvement. 	

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