



HNF TEACHING ASSISTANT

VALLEY INVICTA PRIMARY SCHOOL AT LEYBOURNE
CHASE

JOB DESCRIPTION	
Job Title	Teaching Assistant
Grade	VIAT 2
School / Department	VIPS Leybourne Chase
Base	Leybourne Chase
Hours	22 hours
Reports to	SENCO/Deputy Headteacher
Accountable to	Headteacher/Classroom Teacher/Senior Leadership Team

Job Summary

To provide teaching support within our school, delivering interventions and supporting within the classroom.

Key Working Relationships

- Headteacher
- SENco
- Classroom teacher
- Students
- Parents
- Visitors

Key Responsibilities

- Support pupils within the learning environment to promote independence, inclusion, acceptance and equality of access to learning.
- To lead the delivery of specific learning objectives and activities, adjusting them to meet the requirements of individual pupils following support from the class teacher.
- To build and maintain positive and constructive working relationships with pupils, families and colleagues, to maximise children's development and maintain the overall ethos and vision of the school.
- To work alongside the class teacher to deliver support to meet the needs of all pupils.
- To provide feedback to the class teacher to monitor, record and report progress. Of pupils
- To complete relevant training as needed.

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	Good standard of Education – 5 GCSEs or equivalent	Qualifications in childcare or education Further CPD qualifications, especially regarding SEN provision, ASD and behaviour management.
Experience	Experience of working with children and young people	Experience supporting children with complex SEN.
Knowledge	Thorough knowledge and understanding of safeguarding children. Knowledge of the primary school curriculum	Knowledge of strategies which can be used to support children and young people with additional needs, especially ASD.
Skills	A holistic approach to the well-being and education of pupils. Good communication skills and flexibility to adapt communication as needed Ability and willingness to work collaboratively and supportively within the school team. Able to inspire confidence and respect amongst colleagues and the school community. Build effective and professional working relationships with parents, staff, Governors and the wider community.	Specialist ASD/ behaviour management training
Attributes	Calmness Quick thinking Patience A sense of humour Is committed to their own professional development. Consistently reflects the highest levels of professionalism as a role model at all times and demonstrates the school's aims and values at all time.	