VIAT VALLEY INVICTA ACADEMIES TRUST

HNF TEACHING ASSISTANT

HOLBOROUGH LAKES

Shaping Tomorrow's Future Together

VALLEY INVICTA
ACADEMIES TRUST

JOB DESCRIPTION	
Job Title	HNF Teaching Assistant
Grade	VIAT 2
School / Department	Valley Invicta Primary School
Base	Holborough Lakes
Reports to	SENco
Accountable to	Headteacher/Classroom Teacher/Senior Leadership Team

Job Summary

The SEN teaching assistant (TA) will:

- Provide learning and care support for pupils with special educational needs (SEN)
- Work with the teacher to plan and deliver activities
- Support pupils with routines, transitions and behaviour management

Key Working Relationships

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

Key Responsibilities

Supporting pupils:

- Build positive relationships with pupils, promoting high self-esteem and independence
- Adapt communication style to respond to pupils according to their individual needs
- Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate
- Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention
- Assist with the development and delivery of individual education and support plans

Teaching and learning:

- Contribute to the planning of differentiated learning activities for individual or small groups of pupils with special educational needs (SEN), delivering activities inside or outside the classroom
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use IT skills to advance pupils' learning such as Clicker
- Through observations, provide regular feedback to teachers on pupil progress, attainment and barriers to learning
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Monitor, record and report on progress and attainment
- Supervise a class if the teacher is temporarily unavailable
- Contribute to the overall ethos, aims and work of the school
- Undertake any other relevant duties given by the class teacher or SEN co-ordinator (SENCO)

Working with staff, parents/carers and relevant professionals

- Share knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

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.

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.

- **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.

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	• 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.	