**Hanwell Fields Learning Support Assistants (or TA’S)**

**JOB DESCRIPTION**

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| **Post Title:** | **Teaching Assistant**  |
| **Place:** | Hanwell Fields Community School- Inclusion Centre |
| **Purpose:** | To complement the professional work of teachers by taking responsibility for agreed learning activities. This may involve planning, preparing, delivering learning programmes and supporting individual pupils, small groups and sometimes on a short-term whole classes.  |
| **Reporting to:** | Class Teacher and Assistant Head Teacher and Head Teacher |
| **Liaising with:** | Class teacher, Assistant Head Teacher, Inclusion Team |
| **Salary/Grade:** | In line with the UL TA grading  |
| **Hours:** | 33 with CPD (CPD is Tuesday until 5pm) |
| **Disclosure level:** | Enhanced  |

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| **MAIN DUTIES** |
| **Responsibilities** |
| * To work with groups of children under the supervision of the teacher including the delivery of programmes of work.
* Supervise and provide particular support for pupils, including those with special needs ensuring their safety and access to learning activities
* Give regular feedback on children’s progress to the class teacher and file records
* Attend to children’s personal needs, including pastoral, social, health, psychical hygiene, minor first aid and welfare matters
* Establish good relationships with pupils, taking on role model by presenting a positive personal image and responding appropriately to individual needs
* Promote the inclusion and acceptance of all pupils
* Encourage pupils to act independently as appropriate
* Provide curricular clerical/admin support, e.g photocopying, making lists, collection of monies
* Under the direction of the teacher prepare the classroom for lessons and clear afterwards as appropriate.
* Undertake pupil record keeping and updating records, information and data, producing reports as required.
* Assist in the development and implementation of behaviour management strategies inc. rewarding
* Monitor pupil’s responses to learning activities and accurately record achievement/progress as directed.
* Administer and assess routine tests and invigilate exams and undertake routine marking of pupil’s work, as directed by the teacher
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| **Support for the Curriculum** |
| * Undertake structured and agreed learning activities/programmes, including those linked to local and national learning strategies. Adjusting activities according to pupil responses and recording achievement and progress and providing feedback to the teacher.
* Support the use of ICT in learning activities and develop pupils’ competence and independence in its use
* Assist in the whole planning cycle, including the contribution to the development of lesson/work plans and managing and preparing resources.
* Be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
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| **Supporting the pupil** |
| * To provide learning support for the pupil in class or in withdrawal situations, either 1:1 or small groups
* To develop knowledge of the particular needs of the child and seek advice from the Director of Inclusion, ASENCO, class teacher and outside agencies as required.
* To organise and maintain and inclusive learning environment in the classroom and outside.
* To support the pupil in the playground, mindful of their health and safety encouraging safe interactive play.
* Motivate and encourage the pupil to try activities they may be unsure about.
* Facilitate inclusion in small group activities with peers and support interaction between them.
* To attend in service training and relevant meetings.
* Provide support and facilitate interaction with peers in the classroom and around school.
* Provide reading support.
* Attend school trips supporting pupils.
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| **Supporting the class teacher and Director of Inclusion** |
| * To work as part of the team to ensure that the wellbeing and personal development of the pupil enhances their learning opportunities and life skills.
* To attend planning meetings contributing effectively with the class teacher and Director of Inclusion to develop learning programmes and to assist in learning, behaviour and communication skills.
* To provide regular feedback to the class teacher, Director of Inclusion and relevant agencies about the pupils’ difficulties and progress.
* To complete and maintain accurate learning records for the pupil and to share these regularly with the class teacher and Director of Inclusion.
* To contribute to the pupil’s annual review by writing a brief report and attending the meeting.
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| **Supporting the School** |
| * To foster links between home and school.
* To participate in relevant professional development as deemed appropriate for the needs of the pupil.
* To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs.
* To maintain confidentiality and sensitivity to the pupil’s needs but have regard to the safeguarding procedures of the school.
* To carry out duties as directed by the middle/senior leaders or Head Teacher inc. Break and Play.
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| **Other Specific Duties:** |
| * To play a dull part in the life of the school’s community, to support its mission and ethos encouraging staff and students to follow this example also.
* Attend team and staff meetings.
* Attend and participate in parent’s evenings and open evenings when appropriate.
* Participate in staff training.
* Set a good example in terms of punctuality and attendance.
* To promote actively the school’s Policies & Procedures.
* Uphold Hanwell Fields Community School’s professional dress code.
* Develop links with governors, Las and neighbouring schools.
* To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate.
* To undertake any duty as specified not mentioned in the above.
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| * Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
* Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
* Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
* Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to pupils.
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| The job description is current at the date shown, but following consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.  |

***I confirm that I have read and understood the details contained within this job description. I understand that by signing this document, I agree to the terms and conditions contained within it.***

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| **Signed Print Name** |  |
| **Dated**  |  |