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

**Job Specification**

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| **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS:** | |
| * **Level 3 in Teaching Assistant, or equivalent** * **GCSE Math and English with a pass mark or a functional skills qualification**– *we cannot employ without these qualifications* * To have experience of working with children in primary school setting * To have experience of ICT as a learning tool and an interest in furthering their ICT skill | L2 NVQ TA  First Aid  Epi Pen Training  Forest School Qualification  Other child care qualifications |
| **EXPERIENCE AND KNOWLEDGE** | |
| * To be able to demonstrate an ability to understand and work within principles of the New Code of Practice 2014 * Have knowledge and understanding of the different social, cultural and physical needs of pupils. * Have an interest in pupils and how they behave * Have experience of helping children to learn to read and write inc. Read Write Inc. * Have an interest in the New National Curriculum and its developments * Have good organisational skills * Have good interpersonal skills combined with the ability to work effectively within a team. * Have a willingness and ability to work under pressure, to show initiative and plan to work to deadlines * Show absolute confidentiality regarding pupil issues * Possess physical and emotional stamina * Have a good sense of humour * SIMS systems | Other reading and literacy interventions  Forest School experience |
| **PERSONAL QUALITIES/SKILLS AND COMPETENCIES** | |
| * Be able to undertake tasks under the direction of the class teacher, Director of Inclusion, ASENCO, Head Teacher. * Be able to plan and prioritise tasks and work under pressure of a busy inclusive primary school * Be productive and show initiative * Be able to motivate pupils to learn * Be able to motivate pupils to be sociable * Provide appropriate role models of behaviour both in the classroom, around the school and in our community * Maintain accurate pupil records and share with all relevant parties * Be able and willing to attend training courses considered appropriate for the post showing commitment to continuous personal development * Be able to work flexibly and respond to unplanned situations with a positive attitude * Must be able to multi-task and be methodical * Be able to establish clear boundaries * Have a commitment to working with parents * To possess natural authority * Show clear sensitivity to the needs to children * Commitment to the highest standards of child protection and safeguarding * Recognition of the importance of personal responsibility for health and safety * Commitment to the school’s ethos, aims and its whole community * Commitment to school improvement | Eager to acquire further skills and career enhancement  An awareness of whole Academy issues  An understanding of accountability  Eager to acquire further skills and career enhancement |