**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 AidEpi 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 interventionsForest 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 enhancementAn awareness of whole Academy issuesAn understanding of accountability Eager to acquire further skills and career enhancement  |