



Hill View Junior Academy

Headteacher: Mrs T Bevan BEd (Hons) MEd

Queen Alexandra Road, Sunderland, SR2 9HE.

Tel: 0191 594 7982 | www.hillviewjuniors.co.uk | E.Mail: office@hvj.org.uk

- Post Title:** Teaching and Learning Support Assistant
- Grade/Scale:** Grade 3 SCP 7-11
- Salary:** £19,554 - £21,166 FTE
pro rata to hours and weeks worked
- Hours of work:** 28 hours per week, term time only to include inset days
- Responsible to:** Headteacher

Purpose of Job:

To support and assist teachers as part of a professional team to contribute to raising standards of pupils' achievement and to undertake a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with the school's policies and procedures.

Principal Responsibilities:

Providing support for children, teachers and the whole school as outlined below:

Main Duties

Support for the Teacher

- assist in the preparation and reproduction of learning materials and the management of resources
- assist in the deployment and setting up of equipment and resources and making them ready for use in order to organise the teaching environment
- oversee the care and cleanliness of the teaching environment, equipment, apparatus and materials
- assist in the preparation of display materials and the copying and duplication of teaching materials
- supporting teaching staff or senior colleagues with routine administration ie. filing reports, distributing leaflets and reports
- Contributing to the assessment of children's progress and development as directed by the teacher through observations, basic record-keeping and discussion with the teacher (for example, contributing evidence to the planning and production of IEP).

Support for the Child/ren

- Supervise the use of equipment as required to maintain children's needs and support their participation in learning tasks and activities
- assist in ensuring that the length of time spent on tasks and activities is consistent with the individual children's needs and according to instructions
- assist children to carry out programmes set by teaching staff
- assist individual children or small groups of children in classroom activities under the specific direction of the teacher and/or other support staff
- Maintain awareness of children's needs and targets
- Have and apply a higher level of understanding of SEN, as determined by the SEN Code of Practice

Support for the School

- assist in maintaining a safe environment for children and staff
- accompany teachers and classes on educational visits as required

- assist in the supervision of children during the day and in the playgrounds/school grounds as required
- assist in ensuring that children adhere to the behaviour policy of the school and providing feedback to teaching staff and senior colleagues on the effectiveness of strategies used
- contribute to preparing children's reports as appropriate
- liaise with parents and other parties as required

General Requirements

- attend and participate in training and development activities as required
- participate in professional development and review
- be an effective role model for the standards of behaviour expected of children
- have due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority
- Contributing to the whole School's Self Evaluation process

Professional Values and Practices

- have high expectations of all children; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement
- treat children consistently with respect and consideration and being concerned with their development as learners
- use behaviour management strategies which contribute to a purposeful learning environment in line with the school's policy and procedures
- work collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues
- reflect upon and seeking to improve personal practice
- work within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school
- recognise equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures
- build and maintain successful relationships with children, parents/carers and staff
- Have the skills to communicate with a wide range of audiences.
- Have the skills to use ICT including programming communication switches and aides, interactive white boards, digital cameras, video equipment etc.
- Undertake any other duties commensurate with the post.
- engage in relevant Safeguarding Training and following school procedures at all times

All staff in school should ensure that any holidays are taken during school holidays.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.

The postholder must comply with the Trusts Health and safety rules and regulations and with Health and Safety legislation.



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Person Specification: Teaching Assistant

	Essential	Evidence
Qualifications	<ul style="list-style-type: none"> • Good basic education to GCSE level in literacy and numeracy, or the equivalent; • NVQ Level 2 childcare qualification or above • Two years minimum experience as a teaching assistant within Key Stage 2, with evidence of training • Evidence of on-going commitment to own professional learning • First aid qualification or willingness to undertake 	Application Form / Reference
Experience / Knowledge / Understanding / Skills	<ul style="list-style-type: none"> • Good KS2 practitioner with commitment to good KS2 practice • Able to demonstrate a good level of knowledge and understanding of supporting pupils with a range of special needs • Ability to initiate and contribute ideas and follow through in a practical way • Ability to organise self well and contribute effectively to organisation of team • Ability to support in the planning, preparation and implementation of tasks and activities for groups of pupils and individuals • To be able to contribute to the assessment of pupils progress • To be able to implement IEP work and assessments • Ability to put into practice positive discipline approach • Ability to self reflect and evaluate own practice • An understanding and experience of Key Stage 2 2014 curriculum 	Application Form / Reference / Interview
Work Related Circumstances	<ul style="list-style-type: none"> • Willingness and desire to commit to the ethos and life of the school • A strong sense of responsibility and professionalism. • A commitment to young children with a passion for their learning and development. • Fully supportive references 	