



Job Description

Post Title	Learning Support Assistant (Teaching Assistant Level 1)
School/Organisation	The Howard Partnership Trust (THPT)
Location	Kenyngton Manor Primary School
Grade	P3
Contract Type	Temporary
Reports to	Year Group Leader/Inclusion Leader
Main Purpose of the Job	
<p>To support the class teacher with their responsibility for the development and education of children in schools, which may include pupils with special needs.</p> <p>To assist an individual teacher, or teachers, in delivering and evaluating programmes and adapting teaching materials to suit the particular requirements of individual pupils and groups.</p> <p>To assist in meeting the pupils' need for encouragement, reassurance and comfort and attend to their personal requirements and physical care while encouraging independence at all times.</p>	

THPT Work Context	
<ul style="list-style-type: none"> • Maintain confidentiality in and outside of the workplace • Be pro-active in matters relating to health and safety and report accidents as required • Support aims and ethos of the school setting a good example in terms of dress, behaviour, punctuality and attendance 	
Line management responsibility	N/A
Budget responsibility	N/A
Responsibilities of the Job	
<p>Typical accountabilities in roles at this level</p> <p>Support delivery</p> <ul style="list-style-type: none"> • Deliver 1-1 and/or group support / intervention and monitor pupil performance, including those who have physical, emotional or educational needs, under the direction of senior staff. • Use of relevant tools/equipment. • Carry out routine tasks to organise and maintain the learning environment. • Ensure all well-being, behaviour and personal development of pupils. • May carry out personal care routines as appropriate. • May be required to respond to pupils' needs in routine, pre-agreed tasks (including routine medical needs). 	

Planning and Organising

- Plan own set tasks within the day.
- Ensure materials and equipment are available as and when required.
- May be required to contribute with activity planning.

Analysis, Reporting and Documentation

- May need to make records of activities/observations for further submission to supervisor as per instructions.

Work with others

- Respond to individual needs and/or answer simple queries politely and ask for assistance where necessary.
- Report any concerns, problems or incidents, e.g. safeguarding, behaviour, breakdowns, deficiencies, in accordance with relevant reporting procedures.
- Liaise with parents, visitors, and contractors in a courteous manner, to promote a positive image of the site.

Duties for all

- Values: To uphold the values and behaviours of the organisation.
- Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.
- Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.
- The Core National Standards for Supporting Teaching & Learning: To understand and carry out role in line with agreed standards, expectations & qualifications.
- Contribute to and influence children's learning and personal development.
- To have regard to and comply with safeguarding policy and procedures.

Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics

- Basic numeracy and literacy e.g. through GCSE qualification in English and Maths or equivalent, or able to evidence ability at an equivalent level.
- Able to work towards Vocational Qualifications Level 1 or equivalent experience in relevant field.
- Basic understanding of Health and Safety regulations, procedures and the principles of equality and diversity.
- Basic IT skills
- Ability to operate basic equipment.
- Good listening skills and enthusiasm to learn.
- Accuracy and ability to follow instructions.
- Ability to fulfil all spoken, written and comprehension aspects of the role with confidence through the medium of English in all public facing roles.
- May be required to undertake manual handling and physically demanding work.
- May be required to undertake first aid qualifications

Role Summary

Roles at this level provide support in a defined area using play equipment, powered tools and equipment. They perform a limited range of well-established routines within basic procedures under regular supervision. They are generally practical roles but require some previous work experience. The work is typically to daily deadlines; some organising of their own workload may be required but timescales will be hour-to-hour and day-to-day. The nature of planning in these roles is development and supervision to meet children learning needs.

VALUES/BEHAVIOURS

We are a values-based organisation and seek to recruit individuals who can demonstrate our values.

Our values will be assessed through the selection process, so we ask all applicants when providing their supporting statement to also incorporate not only how they meet the essential criteria for the role but to also demonstrate our values.

Our values are:

Integrity - displaying honesty and having strong moral principles

Partnership - working together and taking collective ownership to achieve the same goals

Advocacy - working hard on behalf of others to maximise their success

Resilience - finding success again after something difficult or negative has happened

Compassion - displaying empathy towards and a desire to help others

Aspiration - aiming high to achieve success

SAFEGUARDING AND FURTHER INFORMATION

The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).

As well as verification of identity, we ask all successful candidates to undertake an enhanced DBS disclosure. In line with Keeping Children Safe in Education (KCSIE) guidance, we may also conduct an online search about any shortlisted candidates as part of our due diligence to identify any matters that might relate directly to our legal duty to meet safeguarding duties, in accordance with Keeping Children Safe in Education (KCSIE).

The Howard Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974.

Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.