**JOB DESCRIPTION**

**Children’s and Joint Commissioning Services**

**JOB TITLE:** Teaching Assistant – English as an Additional Language

**DIVISION:** Education

**GRADE:** Band 5 (Term Time Only- 190 days)

**RESPONSIBLE TO:** Virtual School Head Teacher

**POST REFERENCE:**

**Purpose of Post**

To work with Hartlepool Virtual School for Vulnerable Pupils (The Virtual School) to support teaching and learning by working with individuals and/or groups of pupils under the direction, guidance and supervision of The Virtual School. The role will be based in Hartlepool Schools and a local authority education provision (‘The Hub’) to support children and young people with English as an Additional Language (EAL) and International New Arrivals (INA).

**Key Relationships**

The post is part of Hartlepool Virtual School for Vulnerable Pupils (The Virtual School) and will work with schools to provide support to children and young people who have EAL and/ or INA’s.

**Main Duties and Responsibilities**

To provide general assistance and resource related support to the learning of children and young people with EAL and INA’s as requested and directed by The Virtual School

Working under the direct supervision and guidance of The Virtual School and Hartlepool Schools:

* Assist in the preparation of work and other activities for pupils in accordance with objectives set by teaching staff.
* Implement planned learning activities and teaching programmes as defined by the teacher adjusting activities within set parameters according to the pupils responses
* Participate in the evaluation of learning activities with teaching staff providing verbal and written feedback on pupils’ progress, development and attainment, including providing written and verbal feedback on observations undertaken.
* Working with individual pupils and/or groups of pupils on targets and assisting pupils to meet learning objectives.
* Provide feedback to pupils, schools and The Virtual School in relation to attainment and progress under the guidance of a teacher
* Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
* Support pupils in emotional and social well-being, reporting problems to the teacher and The Virtual School as appropriate
* Within defined parameters and guidelines, share information concerning pupils with staff, parents/carers/guardians, The Virtual School, internal and external agencies as appropriate.
* Support independent learning and the inclusion of all pupils
* Support the raising of educational aspiration in all pupil/parent contact
* Support pupils using IT in their learning activities and develop pupils’ competence, confidence and independence in its use.
* Assist in the recording of pupil data and the creation of individual development plans as required by teaching staff and The Virtual School.
* Support the work of volunteers and other support staff in the setting
* Select, prepare and clear up materials used in the learning environment ensuring that they are available for use as directed by the teacher, including photocopying, filing and the presentation and display of the pupils work
* Support pupils in their social, emotional and personal development
* It is an expectation of the role that jobholders will engage with all pupils as directed by The Virtual School in line with the overall goals of the school and the needs of all pupils.
* Promote high standards of behaviour, employ effective de-escalation strategies and where necessary, exercise appropriate physical intervention
* Assist in the supervision of pupils in school and in playground/ school grounds
* Accompany teachers/ senior colleagues and pupils on educational visits and assist in the supervision of pupils
* Use equipment as required to maximise pupil participation in learning tasks and activities
* Assist in the preparation of display materials

**Professional Standards**

All Support Staff engaged in teaching and learning should adhere to, and uphold, the following standards;

Personal and professional conduct

* Uphold the ethos, policies and practices of The Virtual School
* Through positive attitude, values and behaviours, develop and sustain effective relationships within Hartlepool Schools and The Virtual School team
* Have due regard for the need to safeguard pupil well-being by following relevant statutory guidance in addition to The Virtual School policy and practice
* Recognise differences and respect cultural diversity
* Ongoing commitment to practice development through self-evaluation and awareness

Knowledge and understanding

* Be willing to acquire the appropriate skills/qualifications/experience required for the role
* Demonstrate expertise and skill in understanding the needs of all pupils, and know how to adapt and deliver support to meet individual needs setting high expectations in doing so.
* Increase personal effectiveness in the setting through reflective practice and ongoing CPD ensuring that knowledge and understanding are current in doing so
* Support The Virtual School and pupils in achieving positive outcomes through the maintenance of a level of subject and curriculum knowledge relevant to the role
* Understand the role and responsibilities within the learning setting in the knowledge that those responsibilities extend beyond a direct support role

Teaching and learning

* Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of The Virtual School and increase levels of pupil achievement
* Promote, support and facilitate inclusion by encouraging participation of all pupils in all learning and extra-curricular activities
* In line with school policy and procedure, consistently apply effective behaviour management strategies
* Contribute to effective assessment and planning by monitoring, recording and reporting pupil progress
* Communicate effectively and sensitively with pupils to adapt to their needs and support their learning
* Through organising and managing physical learning space and resources, support the maintenance of a stimulating and safe learning environment

Working with others

* Through effective liaison, communication and partnership working, recognise, value and respect the role and contribution of other professionals, parents and carers
* Keep other professionals accurately informed of progress or concerns they may have about pupils that they work with
* Through an appreciation of the role and responsibilities, work in partnership with classroom teachers, The Virtual School and other professionals by ensuring that their knowledge is able to inform planning and decision making
* Communicate specialist understanding to other school staff and education professionals to facilitate consistent decision making on intervention and provision

**The Virtual School Ethos**

All staff within The Virtual School will contribute to the overall ethos/work/aims of The Virtual School;

* Be aware of and support difference and ensure equal opportunities for all.
* Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role.
* Attend meetings, liaise and communicate with colleagues, parents/carers and internal/external agencies.
* Share expertise and skills with others.
* Participate in training and other learning activities and performance development as required.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.
* To be aware of requirements in respect of confidentiality, child protection procedures, health and safety, behaviour management, equal opportunities, special educational needs and other policies of the governing body and/or local education authority.
* Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: 17th October 2017

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**