



Teaching Assistant Person Specification (Grade 3)

Job Title: Teaching Assistant

Grade: 3

Knowledge and Understanding

- Understanding of relevant codes of practice and legislation e.g. Keeping Children Safe in Education
- Basic understanding of child development and learning processes and barriers to learning
- Basic understanding of special needs
- Behaviour Management Strategies
- Training in relevant learning strategies
- Familiar with the National Curriculum and other relevant guidance

Skills and Abilities

- Ability to relate well to children and adults
- Work constructively as part of a team
- Ability to self-evaluate own and children's learning needs
- Effectively use ICT and other equipment – photocopier, interactive whiteboard, computer
- Able to monitor and record basic assessments
- Able to work constructively as part of a team, understanding classroom roles and responsibilities
- Ability to assist children and work with the teacher in planning, evaluating and adjusting work plans for individuals, groups or pupils or a whole class
- Effective organisation skills
- Commitment to equal opportunities, safeguarding and promoting the welfare of children and young people
- Empathy, listening, communication skills and using appropriate language to build rapport with parents/carers and children
- Display work effectively and make and maintain basic teaching resources
- Commitment to working in partnership with parent, colleagues and professional from Health, Education and Social Services
- Ability to communicate in a clear timely manner, contributing to record keeping and other paperwork
- Flexibility, approachability and ability to be a supportive team member
- Resilience and a sense of humour

Experience

- Experience of working with children of relevant age or with specific special needs

Educational

- NVQ 3 for Teaching Assistants or EYFS Teaching Assistant or equivalent qualifications and/or experience
- Good literacy and numeracy skills equivalent to NVQ2 or GCSE (A-C) Grades in English and maths plus a good basic education

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).