



## Level Two Teaching Assistant Person Specification

**POST TITLE:** Level 2 Teaching Assistant

**GRADE:** NJC Grade F (SCP 7–8) term time plus 5 INSET days

	Essential	Desirable
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"> <li>• NVQ Level 2 or equivalent qualification in relevant discipline OR appropriate experience, preferably as a Teaching Assistant</li> <li>• Willingness to participate in relevant training and development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid training or willingness to undertake appointed person certificate in First Aid</li> <li>• Training in Special Educational Needs strategies</li> </ul>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• Recent and relevant experience of working with children</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a range of school settings.</li> <li>• Experience in supporting small group interventions</li> </ul>
<b>SKILLS/ KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>• Knowledge of Child Protection</li> <li>• Knowledge of equal opportunities</li> <li>• To work as part of a team to safeguard children from potential harm or abuse either in reality or online.</li> <li>• Ability to relate well to children and adults</li> <li>• Ability to work effectively within a team environment, understanding classroom roles and responsibilities</li> <li>• Ability to build effective working relationships with all pupils and colleagues</li> <li>• Ability to promote a positive ethos and role model positive attributes</li> <li>• Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant knowledge of First Aid</li> <li>• Working knowledge of relevant policies/codes of practice/legislation</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to adapt own approach in accordance with pupils' need</li> <li>• Experience of resources preparation to support learning programmes</li> <li>• Excellent communication skills, including the use of standard English</li> <li>• GCSE Grade 4/C or above (or equivalent) in English and Mathematics</li> <li>• Ability to maintain confidentiality</li> <li>• Excellent listening skills</li> <li>• The ability to manage behaviour of children in a positive and supportive manner</li> <li>• Good awareness of SEND and inclusion, especially within a school setting</li> <li>• Experience of teaching reading in a whole-class setting.</li> </ul>	
<p><b>PERSONAL AND PROFESSIONAL ATTRIBUTES:</b></p>	<ul style="list-style-type: none"> <li>• A commitment to safeguarding children from harm or abuse.</li> <li>• Friendly, approachable and professional manner</li> <li>• Calm approach</li> <li>• A commitment to working as part of the whole school team and supporting the vision and aims of the school</li> <li>• High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements</li> <li>• Ability to build and maintain successful relationships with pupils; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners</li> <li>• Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work</li> <li>• Ability to liaise sensitively and effectively with parents and carers, recognising their role in pupils learning</li> <li>• Able to improve their own practice through observations, evaluation and discussion with colleagues.</li> </ul>	