**Learning Support/Teaching Assistant**

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| **General heading** | **Detail** | **Examples** |
| **Qualifications & Experience** | Specific qualifications & experience | GCSE’s(or equivalent) at A-CSuccessful experience working with children in a school/early years environmentEducated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experienceCompletion of DCSF induction programme |
| Knowledge of relevant policies and procedures | Basic knowledge of First Aid and understanding of the School |
| Literacy | Good reading and writing skills |
| Numeracy | Good numeracy skills |
| Technology | Knowledge of basic ICT to support learning |
| **Communication** | Written | Ability to write basic reports |
| Verbal | Ability to use clear language to communicate information unambiguouslyAbility to listen effectively |
| Languages | Overcome communication barriers with children and adults |
| Negotiating | Consult with children and their families and carers and other adults |
| **Working with children** | Behaviour Management | Understand and implement the school’s behaviour management policy  |
| SEN | Ability to understand and support children with developmental difficulty or disability  |
| Curriculum | Good understanding of the school curriculumKnowledge of literacy/numeracy strategies |
| Child Development | Good understanding of the general aspect of child developmentAbility to assess progress and performance |
| Health & Well being | Understand and support the importance of physical and emotional wellbeing  |
| **Working with others** | Working with partners | Understand the role of others working in and with the schoolUnderstand and value the role of parents and carers in supporting children |
| Relationships | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults |
| Team work | Ability to work effectively with a range of adults |
| Information | Know when, how and with whom to share information Ability to follow instructions accurately |
| **Responsibilities**  | Organisational skills | Good organisational skillsAbility to remain calm under pressure |
| Line Management | Ability to support the work of volunteers and other teaching assistants in the classroom |
| Time Management | Ability to manage own time effectively |
| Creativity | Demonstrate creativity and an ability to resolve routine problems independently |
| **General** | Equalities | Awareness of and commitment to equality |
| Health & Safety | Basic understanding of Health & Safety |
| Child Protection | Understand and implement child protection procedures |
| Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| CPD | Be prepared to develop and learn in the role |