

**PERSON SPECIFICATION
TEACHING ASSISTANT LEVEL 2**

KNOWLEDGE, TRAINING AND EXPERIENCE
<ul style="list-style-type: none"> • Experience of working in a Reception or Early Years setting • Good understanding of EYFS principles, early child development and learning through play • Experience supporting phonics and early reading • Awareness of a range of special educational needs • Ability to engage children positively within the learning environment • Strong communication and teamwork skills • Educated to GCSE Grade A-C in English and Mathematics or equivalent • Working towards the National Occupational Standards (NOS) in Supporting Teaching & Learning – Level 2 (or equivalent) • NVQ 2 in Supporting Teaching and Learning or working towards (or equivalent) • Knowledge of relevant policies and procedures such, as child protection, health and safety, managing behaviour and positive handling • Knowledge of how to apply individual Education, Health and Care Plans and other support plans under supervision • Awareness of physiotherapy, occupational therapy/speech/language therapy and the ability to deliver any special interventions that are required • May undertake training as required, such as first aid training, training on Downs Syndrome, ADHD, Autism, Epilepsy, use of Epi-pen, allergies, fire safety training, Team Teach

SKILLS
<p><u>Planning, organising and controlling skills</u></p> <ul style="list-style-type: none"> • Work under the supervision of a teacher within learning environment with teacher present but sometimes outside of a classroom • Carry out a range of duties that are specific in nature, for example preparing the classroom or resources for an activity, recording basic pupil data, displaying pupils' work • Implement planned learning activities and teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate • Participate in planning and evaluating learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour • Provide support on external school trips using knowledge of increased risk and health and safety issues which may also require the carrying out of basic medical procedures and/or the administering of basic first aid/ medications for which training will have been provided and for which parental/carer permission has been granted
<p><u>Communication and influencing skills</u></p> <ul style="list-style-type: none"> • Provide routine information to colleagues, parents / carers within defined guidelines • Use language and concepts appropriate to the child's age, stage of development, and culture • Build and maintain effective working relationships with parents/carers, colleagues and other professionals to ensure the appropriate level of service is provided
<p><u>Initiative and Innovation skills</u></p> <ul style="list-style-type: none"> • Under the direction of the teacher, work with individual or small groups of pupils by supervising and encouraging their participation in tasks and activities generally within learning environment with teacher present • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

- Work within and comply with a range of school policies and procedures, including safeguarding, child protection, health, safety and security, equal opportunities, behaviour, confidentiality and data protection

Use initiative and make decisions to:

- Attend to pupils' personal, social and welfare needs, as appropriate
- Provide the teacher with feedback on pupil progress, achievements and problems and provide feedback to pupils in relation to attainment and progress
- Support the teacher in managing pupil behaviour, in accordance with the school's policy
- Carry out structured and agreed learning activities and teaching programmes, as directed by the teacher.
- Support pupils with independent learning and to understand instructions
- Support pupils in respect of local and national learning strategies, as directed by the teacher
- Assist with the supervision of pupils outside of lesson times, including before and after school and at lunchtimes
- Assist with organising and supporting school medical visits, educational visits and special events

SUPPLEMENTARY INFORMATION

Post Title	Teaching Assistant – level 2
Service Area	Garden Suburb Infant School
Budget Management Accountability	No direct budget responsibility but may carry out financial transactions, including handling small amounts of cash, in line with policies and procedures
Staff management accountability	None – though may demonstrate own duties to new staff
Physical effort	<p>An on-going requirement for standing and/or working in awkward positions, which may include bending over tables, sitting on small chairs or the floor and crouching to a pupil's height</p> <p>Likely to involve moving and handling activities, such as carrying and lifting equipment and resources, putting up displays</p> <p>May use positive handling in accordance with school policy and after appropriate training</p> <p>May assist pupils with mobility problems, such as pushing a wheelchair, using a hoist and/or other lifting equipment</p> <p>May carry out daily programmes of physical exercises or routines with pupils, under direction of non-teaching professionals, such as Occupational Therapist, Physiotherapist, Speech and Language Therapist</p>
Working environment	<p>Regular outdoor working, such as at outside learning activities and at playtime/lunchtime; however unlikely to work outside in extreme weather conditions</p> <p>Occasionally assist pupils to change out of soiled clothing</p> <p>May need to attend to a range of personal care, hygiene and medical needs; whilst this may be on a daily basis and sometimes several times a day, it is unlikely to be continuous throughout the working day</p> <p>May experience a range of behaviours from pupils, such as verbal abuse, challenging behaviour, physical outbursts</p> <p>May occasionally be exposed to challenging parents/carers and occasionally verbal abuse</p>