

Moulton Primary School
Teaching Assistant: Level 2
Person Specification

You should address each of these sections in **your letter of application or application form**.

Essential Criteria	Desirable Criteria
Education	
<ul style="list-style-type: none"> • Appropriate level of literacy and numeracy skills including, GSCE grade A-C in English and maths (or equivalent) as a minimum • Experience of working in a primary school setting, with proven experience of working with children • General understanding of national curriculum and other basic learning programme/techniques • Basic understanding of child development and learning • Appropriate level of data protection, security and confidentiality awareness • Appropriate IT skills 	<ul style="list-style-type: none"> • Post-GCSE qualifications (A-levels, Degree) • Specialist skills or training in curriculum or learning (eg. hearing impairment, speech and language support, dyslexia support, ASD etc.) • Classroom based experience in Year 5/6 • NVQ level 2/3 for Teaching Assistants or equivalent in education related area • Knowledge of KS2 curriculum in maths and English • Training in the literacy / numeracy intervention programmes • Completion of Teacher Assistant Induction Programme • Basic knowledge of first aid
Motivation	
Hardworking, enthusiastic, committed to improving outcomes for children and self-motivated to continue to develop own skills	Willingness to be involved in whole-school life including extra-curricular and fund-raising activities
Relationships	
<ul style="list-style-type: none"> • A strong team player, able to establish and develop good relationships with all stakeholders • Able to deal sensitively with people and resolve conflicts • Flexible and approachable 	<ul style="list-style-type: none"> • Experience of working other adults • Experience of working with parents
Communication skills	
Ability to communicate effectively in writing and orally	Ability to communicate effectively in writing and orally
Professional Development	
A commitment to continuing professional development	Evidence of sustained participation in INSET

Job Description

Teaching Assistant: LEVEL 2

To work under the instruction/guidance of teaching/senior staff to undertake work, care and support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Supporting pupils in the learning environment

- Supervising the whole class for brief periods of time (any time up to an hour; the task must be of a non-specialist nature e.g. story, reading task or finishing work which has been previously introduced. A teacher nearby must provide assistance/supervision when necessary.
- Monitor, feedback, record and report on pupil progress, including feedback to pupils, and participate in the completion of pupil profiles and records of attainment to maximise pupil development
- Supervise and support pupils in the learning environment including more in depth support for those with special needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils.
- Assist pupils within the class, individually or in small groups (and sometimes outside the main classroom) in the completion and adjustment of a wider range of pre-defined learning, care and support activities to meet the requirements of pupils and the curriculum (for example literacy, numeracy, ICT).
- Assist with the supervision of pupils out of lesson times to enhance service delivery (e.g. *example before and after school*).

General support

- General administrative tasks including: *photocopying, typing, filing, collecting money, administering coursework etc.*
- Support teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group of pupils under the supervision of the teacher.
- Administer routine tests, invigilate exams and undertake routine marking of pupils' work to meet requirements of pupils and the curriculum.
- Preparing and maintaining the classroom environment and resources.
- Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils' work to support predefined learning activities to meet the needs of pupils and the curriculum.
- Prepare, maintain and use equipment and resources required to meet lesson plans/ learning activities to meet the needs of pupils and the curriculum.
- Undertake playground supervision duties.

Teamwork

- Participate in meetings, team development activities and assist less experienced colleagues when appropriate, to support the achievement of individual and team performance and development objectives.
- Build and maintain positive and constructive working relationships with pupils, parents, carers and colleagues to maximise pupils' development and maintain the overall ethos of the school.

Providing personal and welfare care

- Assist with the planning, development and implementation of pupil education/ behaviour plans and personal care programmes to ensure that the school's health, safety and behaviour policies are maintained.
- Where necessary, assist children with personal hygiene issues.