

## Person Specification

<b>Job Title: Teaching Assistant</b>		<b>Grade: LEVEL 1</b>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>To be able to work constructively as part of a team</li> <li>To be able to use basic technology such as a computer, a video recorder and a photocopier</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with children and young people with a variety of abilities and backgrounds/or of a relevant age</li> </ul>	
<b>Educational</b>	<ul style="list-style-type: none"> <li>Good literacy and Numeracy skills</li> </ul>	
<b>Job Title: Teaching Assistant</b>		<b>Grade: LEVEL 2</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Understanding of relevant codes of practice/ and legislation</li> <li>Basic understanding of child development and learning</li> <li>Training in relevant learning strategies</li> </ul>	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>To effectively use ICT and use of other equipment – video, photocopier</li> <li>Ability to relate well to children and adults</li> <li>To work constructively as part of a team</li> <li>Ability to self evaluate learning needs</li> </ul>	

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children of relevant age or with specific special needs</li> </ul>
<b>Educational</b>	<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills</li> <li>• NVQII for Teaching Assistants or equivalent qualifications and experience</li> </ul>
<p>Job Title: <b>Higher Level Teaching Assistant (Mainstream)</b>                      Grade: <b>LEVEL 3</b></p>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> <li>• Working knowledge of national curriculum and other relevant learning programmes</li> <li>• To understand the principles of child development and learning processes and in particular, barriers to learning</li> <li>• Full understanding of the range of support services and providers</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to plan effective actions for pupils at risk of underachieving</li> <li>• Ability to self evaluate learning needs</li> <li>• Ability to relate well to children and adults</li> <li>• Ability to work constructively as part of a team</li> <li>• Ability to utilise ICT effectively to support learning</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children of relevant age or with general/specific special needs</li> </ul>

## **Educational**

- **Excellent Literacy and Numeracy skills equivalent to NVQ 2 in English and Maths**
- **NVQ 3 for Teaching Assistants or equivalent qualification or experience**
- **Training in relevant strategies e.g. literacy and/or in a particular curriculum/learning area e.g. ICT, Maths**
- **Meet Higher Level teaching Assistant standards**