

Horsenden Primary School

Teaching Assistant (Level 3) Person Specification



Job title:	Teaching Assistant (Level 3)	Ealing GLPC Grade:	Scale 6
Line manager:	Senior teacher, Class teacher		
Supervisory responsibility:	None, apart from assisting in work familiarisation of new members of staff.		
Hours:	32.5 hours per week, 8:30 am – 3.30pm, 39 weeks per year – term time		
<i>This form lists the essential requirements needed in order to do the job. Applicants will be short-listed solely on them meeting these requirements.</i>			

Essential Requirements

Education and Experience

- a) NVQ Level 3, or equivalent in a childcare related subject
- b) Excellent spoken and written communication skills in English and good maths skills.
- c) Experience of working with small groups and whole classes in a school.
- d) Experience of working with children with a range of learning and behaviour needs.
- e) Experience of basic clerical/ administrative tasks.
- f) Training in relevant strategies and interventions appropriate to the role.

Knowledge, Skills and Abilities

- g) To work independently as well as part of a team.
- h) Understanding of the roles and responsibilities of a Teaching Assistant in supporting teachers and children to maximise progress.
- i) Good working knowledge of national curriculum and other relevant interventions.
- j) To understand the principles of child development and barriers to learning.
- k) To observe, monitor and provide constructive feedback on pupils progress.
- l) Knowledge of relevant policies and codes of practice and awareness of relevant legislation.
- m) To plan/support effective actions for pupils at risk of underachievement.
- n) Strong behaviour management skills, using prosocial and relational approaches.
- o) Ability to liaise effectively and sensitively with parents and carers.
- p) Ability to undertake first aid and provide personal care if required.
- q) Commitment to own professional development.
- r) Commitment to safeguarding and promoting the welfare of children and young people.

Prepared by: _____ **Date** / /

Agreed by: _____ **Date** / /