



Person Specification - Special School Teaching Assistant (Level 2)

Job title:	Teaching Assistant	Ealing GLPC Grade:	Scale 6
	(Level 2)		
School:	Special School		
Line manager:	Senior Teacher, Class Teacher, Senior Teaching Assistant		
Supervisory responsibility:	None, apart from assisting in work familiarisation of new members of staff.		
Hours:	32.5 per week		

This form lists the essential requirements needed in order to do the job. Applicants will be short-listed solely on them meeting these requirements.

Essential Requirements

Education and Experience

- a) GCSE A* to C grade English, mathematics and ICT or equivalent (e.g. Level 2 Functional Skills)
- b) Good numeracy, literacy and ICT skills.
- c) Experience of working with relevant age groups within a learning environment.
- d) Experience of working with children with complex and profound additional needs.
- e) Experience of general clerical/administrative work.
- f) Experience in a relevant discipline.

Knowledge, Skills and Abilities

- g) Ability to work well as part of a multidisciplinary team.
- h) An understanding of classroom roles and responsibilities.
- i) Able to use basic ICT including computer, audio, video equipment and photocopier.
- j) Good keyboard skills and knowledge of relevant ICT packages.
- k) Knowledge of relevant policies and codes of practice and awareness of relevant legislation.
- l) Ability to relate well to children.
- m) Ability to relate well to adults.
- n) Ability to understand roles of parents and carers in pupil learning and demonstrate ability to liaise with them sensitively and effectively.
- o) Ability to observe, monitor and provide constructive feedback on pupils' progress.
- p) Ability to provide necessary personal care to children including manual handling and toileting.
- q) Ability to stay calm and be patient and understanding when dealing with children.
- r) To be able to deal with inappropriate behaviour in a calm and non-judgemental way following school guidance.



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- s) Ability to successfully complete first aid training as required.
- t) Ability and willingness to identify own training needs and participate in training.
- u) Willingness to undergo an enhanced DBS check and to promote safeguarding and the welfare of children and young people within the school.
- v) To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Prepared by: _____	Date / /
Agreed by: _____	Date / /
