

JOB TITLE: Teaching and Learning Assistant - Level 2

| Qualities | Essential | Desirable | Evidence |
|---|-----------|-----------|----------|
| Qualifications and Experience | | | |
| Education and Training | | | |
| English and Maths GCSE A-C or equivalent | X | | A |
| Teaching Assistant NVQ Level 3 or equivalent in child care | X | | A |
| HLTA status or equivalent | | X | A |
| Specialist skills/training in curriculum or learning e.g. bi-lingual, sign language, ICT, First Aid etc. | | X | A |
| Experience | | | |
| Previous Teaching Assistant experience or evidence of voluntary help in the classroom. | X | | A/I |
| Previous experience of supporting children with additional needs | | X | A/I |
| Good overall ICT competency. | X | | A/I |
| Specific Skills | | | |
| Communication | | | |
| Ability to form and maintain appropriate professional relationships with children, teachers, support staff, parents/carers, governors, external professionals and agencies. | X | | A/I |
| Excellent Communication skills both written and spoken | X | | A/I |
| Ability to support bilingual/multilingual pupils/parents if required. | | X | A/I |
| Support for Pupils | | | |
| Ability to contribute towards planning and preparation for individuals, group or class. | X | | A/I |
| Ability to deliver approved specified work/activities to adapt and modify according to circumstances under direction and supervision of a qualified teacher. | X | | A/I |

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|---|---|--|-----|
| Contribute to assessing and developing plans to meet the needs of children with additional needs | X | | A/I |
| Support for Teachers | | | |
| Ability to work effectively and to be able to use initiative in supporting teachers, TA colleagues, children | X | | I |
| Ability to report on pupil performance and development oral or written | X | | I |
| Ability to maintain pupil records as required by the teacher | X | | A/I |
| Support for the curriculum | | | |
| Ability to prepare and use ICT resources effectively to support learning. | X | | A/I |
| Good overall ICT Skills | X | | A/I |
| Communication | | | |
| Excellent communication skills both written and spoken. | X | | A/I |
| Ability to liaise with parents, other professionals and outside agencies. | X | | A/I |
| Professional Development | | | |
| Constantly improve own practice/knowledge through self-evaluation, appraisal and learning with/from others. | X | | A/I |
| Willingness to participate in all forms of professional development. | X | | A/I |
| Personal qualities | | | |
| Friendly, professional, smart and flexible. | X | | A/I |
| A commitment to improving the academic standards of all children. | X | | A/I |
| Commitment to equalities issues and to social inclusion. | X | | A/I |
| Ability to work independently (with appropriate supervision) and as part of a team. | X | | A/I |
| Ability to work effectively with TA's / Teachers /other adults and children within the school and external agencies | X | | A/I |
| Other | | | |
| Being available for attending whole school events such as sports days, parent evenings and performances as required. | X | | I |
| Ability to encourage participation in structured and unstructured learning activities, including play (timetabled and during break times) | X | | I |
| Being responsible for the safeguarding, health, safety and welfare of self, staff, visitors and children under your care and supervision. | X | | A/I |
| Good work record Satisfactory references DBS clearance | X | | |

