

The Edward Betham CofE primary School

Teaching Assistant (Level 1): Person Specification

Job title: Teaching Assistant (Level 1) **Ealing GLPC Grade:** Scale 4
School: The Edward Betham CofE Primary School
Line manager: Senior teacher, Class teacher, Senior Teaching Assistant
Supervisory responsibility: None
Hours: 16 hours 15 minutes a week; term time only. One year contract in the first instance, linked to pupils

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) Good numeracy and literacy skills.
- b) Experience of working with relevant age groups within a learning environment.
- c) Experience of general clerical/ administrative work.
- d) Level 2 childcare qualification.

Knowledge, Skills and Abilities

- e) Ability to work well as part of a team.
- f) An understanding of classroom roles and responsibilities.
- g) Able to use basic ICT including computer, audio, video equipment and photocopier.
- h) Ability to relate well to children.
- i) Ability to relate well to adults.
- j) Ability to provide necessary personal care to children.
- k) Ability to successfully complete first aid training as required.
- l) Ability and willingness to participate in training.
- m) To be responsible for promoting and safeguarding the welfare of children and young people within the school

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