

**JOB TITLE:** Teaching Assistant

**GRADE:** Scale 4a

**DEPARTMENT:** Support Department

**SECTION:** Secondary School

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### **Qualifications and Experience**

#### **Essential**

- NVQ 2 for Teaching Assistants or equivalent qualification or relevant experience
- Training in the relevant learning strategies e.g. literacy

#### **Preferred**

- Experience of working with or caring for children of relevant age
- Experience in the effective use of ICT to support learning
- Experience in developing and promoting independence

#### **Knowledge**

- Understanding of relevant policies / codes of practice and awareness of relevant legislation
- General understanding of national curriculum and other learning strategies
- Basic understanding of child development and learning

#### **Skills and Abilities**

- Very good numeracy / literacy skills
- Ability to communicate and relate to children and adults
- Ability to use appropriate technology – iPad, Laptop, photocopier
- Ability to self-evaluate learning needs and actively seek learning opportunities

#### **Personal Qualities**

- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

#### **Equalities**

- Ability to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy