

## JOB SPECIFICATION – Level 2 Teaching Assistant

QUALIFICATIONS AND TRAINING	Essential/ Desirable
Level 2 qualification in Maths/numeracy and English/literacy	D
NVQ 2 for Teaching Assistants or equivalent qualification or experience	D
Training in relevant learning strategies e.g. literacy / numeracy.	D
Willingness to undertake appropriate first aid training.	E
EXPERIENCE	
Minimum 2 years experience working with and or caring for children of relevant age/subject area, in an educational setting.	D
General understanding of national curriculum and other basic learning programmes/techniques.	E
Basic understanding of child development and learning.	E
Ability to relate well to children and adults.	E
General awareness of inclusion, especially within a school setting.	E
KNOWLEDGE AND UNDERSTANDING RELEVANT TO THE JOB	
Ability to provide support for pupils, including those with special needs, ensuring their safety and access to learning activities.	E
Ability to utilise strategies to support pupils in achieving learning goals	D
Promote good pupil behaviour, and deal promptly with conflict and incidents.	E
Ability undertake pupil record keeping as requested.	E
Ability to provide support for structured and agreed learning activities/learning programmes, taking into consideration pupils learning styles.	E
Understanding of how to support Literacy/Numeracy programmes, record achievements and progress and providing appropriate reports and feedback for the teacher.	D
Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection.	E
SKILLS AND ABILITIES : Ability to	
Establish good working relationships with pupils acting as a role model.	E
Encourage pupils to interact with others and engage in activities led by the teacher.	E
Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.	E
Provide detailed and regular feedback to teachers on pupils' achievements and progress.	E
Support the use of ICT in learning activities and develop pupils' competence and independence in its use.	E
Work as part of a team appreciating and supporting the role of other people in the team.	E
Support the change process, remaining positive during times of change.	E
Build and maintain successful relationships with pupils.	E
Ability to improve your own practice.	E