**Person Specification: Teaching Assistant**

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| QUALIFICATIONS AND TRAINING:  1. Level 2 qualification in Maths/numeracy and English/literacy. 2. NVQ 2 for Teaching Assistants or equivalent qualification or experience 3. Training in relevant learning strategies e.g. literacy / numeracy. 4. Willingness to undertake appropriate first aid training |
| EXPERIENCE:  1. Minimum 2 years’ experience working with and or caring for children of relevant age/subject area, in an educational setting. 2. General understanding of national curriculum and other basic learning programmes/techniques. 3. Basic understanding of child development and learning. 4. Ability to relate well to children and adults. 5. General awareness of inclusion, especially within a school setting. |
| KNOWLEDGE AND UNDERSTANDING RELEVANT TO THE JOB:  1. Ability to provide support for pupils, including those with special needs, ensuring their safety and access to learning activities. 2. Ability to utilise strategies to support pupils in achieving learning goals 3. Promote good pupil behaviour, and deal promptly with conflict and incidents. 4. Ability undertake pupil record keeping as requested. 5. Ability to provide support for structured and agreed learning activities/learning programmes, taking into consideration pupils learning styles. 6. Understanding of how to support Literacy/Numeracy programmes, record achievements and progress and providing appropriate reports and feedback for the teacher. 7. Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection. |
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| **SKILLS AND ABILITIES:**   1. Establish good working relationships with pupils acting as a role model. 2. Encourage pupils to interact with others and engage in activities led by the teacher. 3. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes. 4. Provide detailed and regular feedback to teachers on pupils’ achievements and progress. 5. Support the use of ICT in learning activities and develop pupils’ competence and independence in its use. 6. Work as part of a team appreciating and supporting the role of other people in the team. 7. Support the change process, remaining positive during times of change. 8. Build and maintain successful relationships with pupils. 9. Ability to improve your own practice. |
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