



TEACHING ASSISTANT GRADE 4 JOB SPECIFICATION

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	<ul style="list-style-type: none"> • Very Good Literacy and numeracy skills • NVQ Level 3 or equivalent qualifications and experience. 	<ul style="list-style-type: none"> • First Aid Trained • Off Site Group Leader Trained • Child Protection Training • Other relevant qualification/training 	Application form References
Experience	<ul style="list-style-type: none"> • Current experience of working in a school or education environment • Supporting teams and individuals. • Effective use of resources. • Able to relate well to children and adults 	<ul style="list-style-type: none"> • A good knowledge of current legislation and policy within the context of school, education and early years • Minimum of 3 years' experience of working in a school • Experience of working with pupils aged 3 to 11 • Supporting pupils with English as an additional language and SEND 	Application Form Interview References
Knowledge, Skills and Ability	<ul style="list-style-type: none"> • Basic understanding of principles of child development and learning process • Empathy of specific and individual needs of children. • Working knowledge of national/ foundation stage curriculum and other relevant learning programmes/ strategies. • Training in the relevant learning strategies e.g. literacy. • An understanding of the functions and duties of a locally managed school and its relationship to the Local Education Authority • Knowledge of planning, practical knowledge of resourcing, teaching and assessment. • Have an awareness of policies and procedures relating to safeguarding, health and safety, equal opportunities and confidentiality. • Ability to communicate, record and present written reports. • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. • Ability to work independently, taking responsibility to deliver learning, including to pupils with additional needs. • Ability to self-evaluation learning needs and actively seek learning opportunities. • ICT competent with a working knowledge. • Ability to think laterally and creatively. 	<ul style="list-style-type: none"> • Has an up-to-date knowledge of relevant legislation and guidance in relation to working with and the protection of children and young people. • Good understanding of equal opportunities issues as they affect pupils and their families. Knowledge and understanding of the nature and effects of racial and economic disadvantage and inner-city deprivation and the ability to develop appropriate responses to the needs arising. • Working knowledge of school procedures. • Evidence of understanding professional development • Contribute to the development and training of other staff. • Ability to self-evaluate learning needs and actively seek learning opportunities. • Able to manage challenging behaviours. • Ability to work effectively with a variety of support services. • Hold a full, valid UK driving Licence 	Application Form Interview References
Personal Qualities	<ul style="list-style-type: none"> • Ability to be self-motivated, energetic having resilience and determination, showing initiative and have good analytical and organisational skills with an ability to prioritise and time management. • Ability to work under pressure in a constantly changing and demanding environment • Having commitment, taking ownership, and following things through to completion • Commitment to equality of opportunity and inclusion based on a respect for all children. • Ability to be diplomatic, tactful and maintain confidentiality. • Effective and sensitive liaison with parents. • Evidence of being a constant learner (through undertaking recent professional development); ever ready to meet changing circumstances and to improve own knowledge and skills. • Willing to seek advice and respond to advice positively. • A flexible and adaptable approach to working hours and the range of duties this role can involve. • To have a sense of humour. • Good communication skills. • To able to deal with stressful and emotional demands of the post. • Interests other than education. 		Interview References