



Saltley Academy

Belchers Lane, Birmingham B9 5RX

PERSON SPECIFICATION

JOB TITLE: Teaching Assistant Level 3

GRADE: GR3

ATTRIBUTES	ESSENTIAL
<i>Education/ Qualifications (NB full regard must be paid to overseas qualifications)</i>	NVQ Level 3 for Teaching Assistants or equivalent.
<i>Experience (Relevant work and other experience)</i>	Experience of supporting children in a classroom environment, including those with special educational needs. Experience of using Information Technology to support students in the classroom.
<i>Skills and Abilities (eg written communication skills, dealing with the public)</i>	A good standard of education particularly in English and Mathematics. Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment. Knowledge of the SEN Code of Practice. Knowledge of strategies to recognize and reward efforts and achievements towards self-reliance that are appropriate to the age and development range of the students.
<i>Skills and Abilities</i>	Ability to provide classroom cover – with agreed parameters

<i>(eg written communication skills, dealing with the public)</i> <i>(continued)</i>	– in the absence of the class teacher. Ability to consistently and effectively implement agreed behavior management strategies. Ability to use language and other communication skills that students can understand and relate to. Ability to establish positive relationships with students and empathise with their needs. Ability to demonstrate active listening skills. Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs, encouraging the students to stay on task. Ability to monitor the students' response to the learning activities and, where appropriate, modify and adapt the activities as agreed with the teacher to achieve the intended learning outcomes. Ability to carry out and report on systemic observations of students' knowledge, understanding and skills. Ability to assist in the recording of lessons and assessment as required by the teacher. Ability to offer constructive feedback to students to reinforce self-esteem. Ability to work effectively and supportively as a member of the school team. Ability to work within and apply all school policies, eg Behaviour Management, Child Protection, Health and Safety, Equal Opportunities.
<i>Training</i>	Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge.
<i>Other</i>	Willingness to maintain confidentiality on all school matters.