

Person Specification

Name of school: Long Sutton C of E Primary
 Job Title: Teaching Assistant
 Line Manager:
 Grade: 15 job description (pay: Scale 2 – 3)

This person specification should be used in relation to the relevant Job Description

	Essential	Desirable
Qualifications	<p>The Teaching Assistant should have:</p> <ul style="list-style-type: none"> • good basic education to GCSE level in literacy and numeracy, or the equivalent 	<p>In addition, the Teaching Assistant might have experience of:</p> <ul style="list-style-type: none"> • A relevant qualification in Childcare and/or Education
Experience	<p>The Teaching Assistant should have:</p> <ul style="list-style-type: none"> • Knowledge of working in an educational environment. • Experience of working with children with special needs • Experience of working with children with Social & Emotional needs • Experience of supporting children's learning in the classroom 	<p>In addition, the Teaching Assistant might have experience of:</p> <ul style="list-style-type: none"> • Working 1 to 1 with children with specific needs/ASD • Experience of working with outside agencies e.g. EP, ASD service, OT etc • Experience of adapting plans to meet the child's individual needs • Experience of using Early Developmental Journal • Adapting the class teachers plans to meet the needs of the individual
Knowledge and Understanding	<p>The Teaching Assistant should have knowledge and understanding of:</p> <ul style="list-style-type: none"> • the needs of children; • child development and the ways in which children learn; • the roles played by various adults in a child's education; • behaviour management strategies; • equal opportunities • safeguarding 	
Skills	<p>The Teaching Assistant will be able to:</p> <ul style="list-style-type: none"> • help professional staff to achieve their objectives; • teach children on an individual basis, in small group and whole class work; • explain tasks simply and clearly and foster independence; • supervise children, and adhere to defined behaviour management policies; • accept and respond to authority and supervision; • work with guidance, but under limited supervision; • liaise and communicate effectively with others; • demonstrate good organisational skills; • reflect on and develop professional practice; • Ability to communicate effectively both verbally and in writing 	<p>In addition, the Teaching Assistant might also be able to:</p> <ul style="list-style-type: none"> • monitor, record and make basic assessments about individual progress • suggest alternative ways of helping children if they are unable to understand; • describe, in simple terms, the process of behaviour management with children; • identify gaps in their own experience that they need help in filling; • First Aid, Personal Care training

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| | <ul style="list-style-type: none">• Good interpersonal skills• Ability to adapt to change at short notice• Ability to work co-operatively and flexibly within a team• Ability to use ICT to enhance learning | |
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