

Capsule Job Profile	Competencies	Qualifications and Training	Current Slough School Grade	New Slough School Grade w/e 1 April 2013
<p>Works under the supervision and direction of the teacher.</p> <ul style="list-style-type: none"> • Develops and uses knowledge and skills e.g. literacy, numeracy or science, to contribute to pupil learning. • Assists with the planning, preparation and development of work programmes for groups/individuals. Prepares resources to support a range of learning activities. • Works with small groups or individual pupils to enable learning. • Organises and maintains the learning environment and takes responsibility for aspects of class organisation, administration and display. • Monitors, evaluate and records pupil progress and reports this as directed. • Provides support to the teacher by accompanying pupils on off-site activities. • Works as part of a team to ensure that the well being, behaviour and personal development of pupils enhances their learning opportunities and life skills. • Discusses with the teacher and contributes to curriculum and classroom planning – informally 	<ul style="list-style-type: none"> • Good level of written and spoken English. • Numerate. • IT skills. • Able to plan, prioritise and organise own work schedule. • Able to undertake administrative procedures to support the work of the teacher. • Able to follow and interpret instructions and guidance. • Able to clarify and explain instructions to pupils. • Able to communicate effectively with pupils and adults. • Able to work with pupils within school behaviour management policy. • Able to motivate pupils to learn. • Able to assist with the organisation of the learning environment. • Able to prepare resources for teaching and learning activities and create displays. 	<p>Teaching Assistants will have a combination of experience, evidence of development and accreditation.</p> <p>Development as for TA Level 1 and also courses related to the curriculum, advanced literacy support, behaviour difficulties etc.</p> <p>Appropriate qualifications include:-</p> <p>Teaching Assistant Qualification – NVQ Level 2 and likely to training towards L3.</p> <p>City and Guilds.</p> <p>7231 Certificate in Learning Support.</p> <p>Open College Network Certificate.</p> <p>Specialist Teaching Assistant Certificate (STAC).</p>	Grade B 1 – SC) 8 - 10	LEVEL 3 – SCP 14 - 18

and at meetings. <ul style="list-style-type: none">• Maintains confidentiality.• Understands and assists in interpretation of school policies.• Awareness of safeguarding protocol.				
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