

# Horsenden Primary School

## Teaching Assistant (Level 3) Person Specification



**Job title:** Teaching Assistant (Level 3) **Ealing GLPC Grade:** Scale 6

**Line manager:** Senior teacher, Class teacher

**Supervisory responsibility:** None, apart from assisting in work familiarisation of new members of staff.

**Hours:** 32.5 hours per week, 8:30 am – 3.30pm, 39 weeks per year – term time

***This form lists the essential requirements needed in order to do the job. Applicants will be short-listed solely on them meeting these requirements.***

### Essential Requirements

#### ***Education and Experience***

- a) Level 3 qualification (or equivalent) relevant to childcare, education, learning support or supporting teaching and learning.
- b) Excellent spoken and written communication skills in English and good maths skills.
- c) Experience of working with small groups and whole classes in a school.
- d) Experience of working with children with a range of learning, behavioural and special educational needs and disabilities (SEND).
- e) Experience of basic clerical/ administrative tasks.
- f) Training in relevant strategies and interventions appropriate to the role.

#### ***Knowledge, Skills and Abilities***

- g) To work independently as well as part of a team.
- h) Understanding of the roles and responsibilities of a Teaching Assistant in supporting teachers and children to maximise progress.
- i) Good understanding of the primary curriculum and effective intervention strategies.
- j) To understand the principles of child development and barriers to learning.
- k) To observe, monitor and provide constructive feedback on pupils progress.
- l) Knowledge of relevant policies and codes of practice and awareness of relevant legislation.
- m) To plan/support effective actions for pupils at risk of underachievement.
- n) Strong behaviour management skills, using prosocial and relational approaches.
- o) Ability to liaise effectively and sensitively with parents and carers.
- p) Ability to undertake first aid and provide personal care if required.
- q) Commitment to own professional development.
- r) Commitment to safeguarding and promoting the welfare of children and young people.

**Prepared by:** \_\_\_\_\_ **Date**    /    /

**Agreed by:** \_\_\_\_\_ **Date**    /    /