**PERSON SPECIFICATION**

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| **Location:** | **Friern Barnet School** |
| **Job Title:** | **Teaching Assistant – level 2** |
| **Grade:** | **D** |
| **Reports to:** | **Headteacher/Deputy Headteacher/Class Teacher** |

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| **KNOWLEDGE, TRAINING AND EXPERIENCE** |
| * Educated to GCSE Grade A-C in English and Mathematics or equivalent      * Likely to have experience of working or volunteering as a Level 1 Teaching Assistant or a similar role      * Working at the National Occupational Standards (NOS) in Supporting Teaching & Learning – Level 2 (or equivalent)      * NVQ 2 in Supporting Teaching in Learning and may be working towards NVQ 3      * Understanding of the national curriculum and relevant school policies      * Basic IT skills, such as Internet browsing and accessing email      * Knowledge of how to apply individual Education, Health and Care Plans and/or other support plans      * Knowledge of relevant policies and procedures such, as child protection, health and safety, managing behaviour and positive handling      * Awareness of physiotherapy, occupational therapy/speech/language therapy and the ability to delivery any special interventions that are required      * May undertake training as required, such as first aid training, training on Downs Syndrome, ADHD, Autism Epilepsy, use of Epi-pen, allergies, fire safety training, Team Teach |
| **SKILLS**  **Planning, organising and controlling skills**   Work under the supervision of a teacher within learning environment with teacher present but sometimes outside of a classroom |

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| * Carry out a range of duties that are specific in nature, for example preparing the classroom or resources for an activity, recording basic pupil data, displaying pupils’ work      * Implement planned learning activities and teaching programmes as agreed with the teacher, adjusting activities according to pupils’ responses as appropriate      * Participate in planning and evaluating learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour      * May assist with the training of new or less experienced employees      * Provide support on external school trips (which could include residential trips) using knowledge of increased risk and health and safety issues which may also require the carrying out of basic medical procedures and/or the administering of basic first aid/ medications for which training will have been provided and for which parental/carer permission has been granted) |
| **Communication and influencing skills**   * Provide routine information to colleagues, parents / carers within defined guidelines * Use language and concepts appropriate to the child’s age, stage of development, and culture * Build and maintain effective working relationships with parents/carers, colleagues and other professionals to ensure the appropriate level of service is provided * May demonstrate own duties to new staff |
| **Initiative and Innovation skills**   * Under the direction of the teacher, work with individual or small groups of pupils by supervising and encouraging their participation in tasks and activities generally within learning environment with teacher present * Work within and comply with a range of school policies and procedures, including safeguarding, child protection, health, safety and security, equal opportunities, behaviour, confidentiality and data protection * Use initiative and make decisions to:      * + Attend to pupils’ personal, social and welfare needs, as appropriate   + Assist in the development of Education, Health and Care Plans and other support plans for pupils   + Provide the teacher with feedback on pupil progress, achievements and problems and provide feedback to pupils in relation to attainment and progress   + Support the teacher in managing pupil behaviour   + Carry out structured and agreed learning activities and teaching programmes, amending |
| approach according to pupil progress   * Carry out programmes linked to local and national learning initiatives, recording achievement and progress and feeding back to the teacher * Assist with the supervision of pupils outside of lesson times, such as at lunchtime and playtime * Assist with organising and supporting school medical visits, educational visits and special events     (The above examples are not exhaustive) |

September 2017