

Generic Person Specification Teaching Assistant (Level 1) (JE: 1540)

Job title: Teaching Assistant
(Level 1)

Ealing GLPC Grade: Scale 4

School:

Post No:

Line manager: Senior teacher, Class teacher, Senior Teaching Assistant

Supervisory responsibility: None

Hours: 22 hours a week; term time only. Contract linked to student.

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) Good numeracy and literacy skills.
- b) Experience of working with relevant age groups within a learning environment.
- c) Experience of general clerical/ administrative work.
- d) Level 2 childcare qualification.

Knowledge, Skills and Abilities

- e) Ability to work well as part of a team.
- f) An understanding of classroom roles and responsibilities.
- g) Able to use basic ICT including computer, audio, video equipment and photocopier.
- h) Ability to relate well to children.
- i) Ability to relate well to adults.
- j) Ability to provide necessary personal care to children.
- k) Ability to successfully complete first aid training as required.
- l) Ability and willingness to participate in training.
- m) To be responsible for promoting and safeguarding the welfare of children and young people within the school

Prepared by: _____ **Date** / /
Agreed by: _____ **Date** / /
