

## Generic Person Specification Teaching Assistant (Level 2) (JE: 1541)

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**Job title:** Teaching Assistant (Level 2) **Ealing GLPC Grade:** Scale 5

**School:** **Post No:**

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

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

**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.*

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### Essential Requirements

- 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) Experience in a relevant discipline.
- e) Level 3 childcare qualification.

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

- f) Ability to work well as part of a team.
- g) An understanding of classroom roles and responsibilities.
- h) Able to use basic ICT including computer, audio, video equipment and photocopier.
- i) Good keyboard skills and knowledge of relevant ICT packages
- j) Knowledge of relevant policies and codes of practice and awareness of relevant legislation.
- k) Ability to relate well to children.
- l) Ability to relate well to adults.
- m) Ability to observe, monitor and provide constructive feedback on pupils progress.
- n) Ability to provide necessary personal care to children.
- o) Ability to successfully complete first aid training as required.
- p) Ability and willingness to identify own training needs and participate in training.
- q) To be responsible for promoting and safeguarding the welfare of children and young people within the school

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

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

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