

Person Specification: Teaching Assistant Level 2 – January 2022

	Job Requirements: Essential (E) or Desirable (D)	E/D
A. Training & Education	NVQ level 2 or equivalent qualification e.g. Teaching Assistant awards, English and Maths GCSE (A*-C), Level 2 Basic Skills Literacy, CACHE Level 2 Certificate in Child Care and Education, etc.	E
	Knowledge & understanding of at least one area of learning, e.g. English, Maths, Science, SEN, Early Years, and KS 3 Strategy for literacy or numeracy.	D
B. Experience	Experience of working with children of the age with which the post is concerned.	D
	Experience of ICT as a learning tool.	D
C. Equal Opportunity	Must be able to recognize discrimination in its many forms and willing to put the Council's Equality Policies into practice.	E
	Commitment to the promotion of equality and diversity and operating in a safe and healthy environment	E
D. Other Skills	Able to relate well to adults and children their learning difficulties and their needs.	E
	Good communication and interpersonal/listening skills.	E
	Able to work effectively in a team.	E
	Able to take direction but be prepared to take initiative when required.	E
	Able to acquire new skills, be flexible and adaptable and to undertake other appropriate training.	E
	Able to establish clear boundaries.	E
	Able to relate policies & frameworks relate to the subjects/support required.	E
	Attended some half/full day courses of aspects of the curriculum.	E
	Able to plan own work and to exercise initiative and independent action.	E
	Able to present information effectively, verbally and in writing.	E
	Able to transfer theory/training into practice and demonstrate skills of problem solving drawing on relevant experience.	E
	Able to work with professionals, parent/carers and to offer ideas.	E
	Able to work in a confidential manner and observe and adhere to data protection regulations – e.g. Data Protection Act 2018 and General Data Protection Regulation (GDPR)	E
E. Other Conditions	Willing and able to travel to other Schools/Colleges	E
	Reliable, honest and trustworthy.	E
	Commitment to continuous personal and institutional improvement.	E
	Commitment to high professional and personal standards of work and conduct.	E
	Commitment to safeguarding and the promotion of student welfare.	E
	Must satisfy any relevant pre-employment checks	E
	Willingness to be flexible around working hours to allow attendance at meetings that may on occasion fall out of 'normal' office hours	E