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| **Capsule Job Profile** | **Competencies** | **Qualifications and Training** | **New Slough pay spine (2019/20)** |
| Works under the supervision and direction of the teacher.* Develops and uses knowledge and skills e.g. literacy, numeracy or science, to contribute to pupil learning.
* Assists with the planning, preparation and development of work programmes for groups/individuals. Prepares resources to support a range of learning activities.
* Works with small groups or individual pupils to enable learning.
* Organises and maintains the learning environment and takes responsibility for aspects of class organisation, administration and display.
* Monitors, evaluate and records pupil progress and reports this as directed.
* Provides support to the teacher by accompanying pupils on off-site activities.
* Works as part of a team to ensure that the well being, behaviour and personal development of pupils enhances their learning opportunities and life skills.
* Discusses with the teacher and contributes to curriculum and classroom planning- informally and at meetings.
* Maintains confidentiality.
* Understands and assists in interpretation of school policies.
* Awareness of safeguarding protocol.
 | * Good level of written and spoken English.
* Numerate.
* IT skills.
* Able to plan, prioritise and organise own work schedule.
* Able to undertake administrative procedures to support the work of the teacher.
* Able to follow and interpret instructions and guidance.
* Able to clarify and explain instructions to pupils.
* Able to communicate effectively with pupils and adults.
* Able to work with pupils within school behaviour management policy.
* Able to motivate pupils to learn.
* Able to assist with the organisation of the learning environment.
* Able to prepare resources for teaching and learning activities and create displays.
 | * Teaching Assistants will have a combination of experience, evidence of development and accreditation.
* Development as for TA Level 1 and also courses related to the curriculum, advanced literacy support, behaviour difficulties etc.
* Appropriate qualifications include:-
* Teaching Assistant Qualification - NVQ Level 2 and likely to training towards L3.
* City and Guilds.
* 7231Certificate in Learning Support.
* Open College Network Certificate.
* Specialist Teaching Assistant Certificate (STAC).
 | Level 35 -7(previously 14-18) |