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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 3  5 -7  (previously 14-18) |