TEACHING ASSISTANT

**Date: Jan 2024**

**Job Title: Teaching Assistant**

**Responsible to: Senior Teaching Assistant**

**GRADE: H3 – H4**

**Knowledge**

* 1. A good standard of education particularly in English and Mathematics, preferably a Level 2 qualification
  2. Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
  3. Knowledge of SEN Code of Practice
  4. Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils

**Experience**

2.1 Experience of supporting children in a classroom environment, especially those with

special educational needs

* 1. Experience of using Information Technology to support pupils in the classroom

**Skills & Abilities**

3.1 Ability to use language and other communication skills that pupils can understand

and relate to

3.2 Ability to establish positive relationships with pupils and empathise with their needs

3.3 Ability to demonstrate active listening skills

3.4 Ability to consistently and effectively implement agreed behaviour management

strategies

3.5 Ability to provide levels of individual attention, reassurance and help with learning

tasks as appropriate to pupils’ needs, encouraging the pupil to stay on task

3.6 Ability to monitor the pupils’ response to the learning activities and, where

appropriate, modify or adapt the activities as agreed with the teacher to achieve

the intended learning outcomes

3.7 Ability to carry out and report on systematic observations of pupils’ knowledge,

understanding and skills

3.8 Ability to assist in the recording of lessons and assessment as required by the teacher

3.9 Ability to offer constructive feedback to pupils to reinforce self-esteem

3.10 Ability to work effectively and supportively as a member of the school team

3.11 Ability to work within and apply all school policies e.g. behaviour management,

child protection, Health & Safety, Equal Opportunities etc

**Personal Qualities**

4.1 Willingness to participate in further training and developmental opportunities

offered by the school and county, to further knowledge

4.2 Willingness to work as a effective team member and make contributions as a member of a team

* 1. Willingness to maintain confidentiality on all school matters

**Desirable Criteria**

5.1 NVQ Level 2 for Teaching Assistants or equivalent