PERSON SPECIFICATION

SCHOOL Oakwood Primary Academy

JOB TITLE Teaching Assistant (3)

GRADE Single Status Grade 3

Knowledge

1.1 A good standard of education particularly in English and Mathematics
1.2 Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
1.3 Knowledge of SEN Code of Practice
1.4 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, including those with special educational needs
2.2 Experience of using Information Technology to support pupils in the classroom

Skills & Abilities

3.1 Ability to provide classroom cover – within agreed parameters – in the absence of the class teacher
3.2 Ability to consistently and effectively implement agreed behaviour management strategies
3.3 Ability to use language and other communication skills that pupils can understand and relate to
3.4 Ability to establish positive relationships with pupils and empathise with their needs
3.5 Ability to demonstrate active listening skills
3.6 Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task
3.7 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
3.8 Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills
3.9 Ability to assist in the recording of lessons and assessment as required by the teacher
3.10 Ability to offer constructive feedback to pupils to reinforce self-esteem
3.11 Ability to work effectively and supportively as a member of the school team
3.12 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 maintain confidentiality on all school matters

Desirable Criteria

5.1 NVQ Level 3 for Teaching Assistants or equivalent