

**JOB TITLE: Teaching and Learning Assistant - Level 2**

Qualities	Essential	Desirable	Evidence
<b>Qualifications and Experience</b>			
<b>Education and Training</b>			
English and Maths GCSE A-C or equivalent	X		A
Teaching Assistant NVQ Level 3 or equivalent in child care	X		A
HLTA status or equivalent		X	A
Specialist skills/training in curriculum or learning e.g. bi-lingual, sign language, ICT, First Aid etc.		X	A
<b>Experience</b>			
Previous Teaching Assistant experience or evidence of voluntary help in the classroom.	X		A/I
Previous experience of supporting children with additional needs		X	A/I
Good overall ICT competency.	X		A/I
<b>Specific Skills</b>			
<b>Communication</b>			
Ability to form and maintain appropriate professional relationships with children, teachers, support staff, parents/carers, governors, external professionals and agencies.	X		A/I
Excellent Communication skills both written and spoken	X		A/I
Ability to support bilingual/multilingual pupils/parents if required.		X	A/I
<b>Support for Pupils</b>			
Ability to contribute towards planning and preparation for individuals, group or class.	X		A/I
Ability to deliver approved specified work/activities to adapt and modify according to circumstances under direction and supervision of a qualified teacher.	X		A/I

Contribute to assessing and developing plans to meet the needs of children with additional needs	X		A/I
<b>Support for Teachers</b>			
Ability to work effectively and to be able to use initiative in supporting teachers, TA colleagues, children	X		I
Ability to report on pupil performance and development oral or written	X		I
Ability to maintain pupil records as required by the teacher	X		A/I
<b>Support for the curriculum</b>			
Ability to prepare and use ICT resources effectively to support learning.	X		A/I
Good overall ICT Skills	X		A/I
<b>Communication</b>			
Excellent communication skills both written and spoken.	X		A/I
Ability to liaise with parents, other professionals and outside agencies.	X		A/I
<b>Professional Development</b>			
Constantly improve own practice/knowledge through self-evaluation, appraisal and learning with/from others.	X		A/I
Willingness to participate in all forms of professional development.	X		A/I
<b>Personal qualities</b>			
Friendly, professional, smart and flexible.	X		A/I
A commitment to improving the academic standards of all children.	X		A/I
Commitment to equalities issues and to social inclusion.	X		A/I
Ability to work independently (with appropriate supervision) and as part of a team.	X		A/I
Ability to work effectively with TA's / Teachers /other adults and children within the school and external agencies	X		A/I
<b>Other</b>			
Being available for attending whole school events such as sports days, parent evenings and performances as required.	X		I
Ability to encourage participation in structured and unstructured learning activities, including play (timetabled and during break times)	X		I
Being responsible for the safeguarding, health, safety and welfare of self, staff, visitors and children under your care and supervision.	X		A/I
<b>Good work record</b> Satisfactory references DBS clearance	X		

