



# Teaching Assistant Job Specification – Grade 2



Criteria	Essential	Desirable	Method of gathering
Application	Full supported in reference Supporting Letter		Application Form
Qualifications and Training	<ul style="list-style-type: none"><li>• Level 1/Level 2 Qualification related to caring for children</li><li>• Good basic level of qualification in English and Maths</li><li>• Be committed to professional development</li></ul>	<ul style="list-style-type: none"><li>• Attendance at courses covering other aspects of children's care</li></ul> <p>Certificate or qualification in a specific area of SEND</p> <p>A valid First Aid Certificate</p>	Application form Certificates presented at interview
Experience	<ul style="list-style-type: none"><li>• Experience of working with pupils with SEND</li><li>• Experience of the direct teaching of interventions to meet needs of pupils</li><li>• Experience of working in Early Years</li><li>• Experience of supporting pupils with learning, behavioural, emotional, communication, social, sensory and physical difficulties</li><li>• Experience of assisting planning and evaluating learning activities</li><li>• Experience of following programmes of learning for individual pupils</li></ul>	<p>Experience of working in all Key Stages</p> <p>Experience of working with teacher to track progress and plan lessons</p> <p>Experience of assisting planning programmes of learning for individual pupils</p>	Application form Certificates presented at interview

Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> <li>• Knowledge and understanding of child development</li> <li>• Knowledge of a range of positive behaviour management strategies</li> <li>• A good understanding of children’s learning</li> <li>• Ability to carry out tasks under the direction and guidance of the teacher or Grade 5 teaching assistant</li> <li>• Excellent behaviour management strategies</li> <li>• Ability to readily establish and sustain good and effective relationships in a team</li> <li>• Good communication skills – written and verbal</li> <li>• Knowledge and compliance with policies and procedures relevant to child protection and health and safety</li> <li>• Exemplary practical, interpersonal and organisational skills</li> </ul>	Ability to work in a coordinated way with other professionals	Application form Interview References
Personal Attributes	<ul style="list-style-type: none"> <li>• Flexible and adaptable in order to work with a wide range of people</li> <li>• Motivation to continue personal and professional development</li> <li>• Resilient and able to remain positive and calm at all times</li> <li>• Enthusiasm and sensitivity whilst working with children and adults</li> <li>• A positive, non-discriminatory attitude</li> <li>• An awareness of confidentiality</li> <li>• Ability to work well within a supportive teamwork structure</li> <li>• Be able to take direction, but able to use initiative</li> <li>• Confidence to reflect critically on own performance</li> <li>• Demonstrate creativity and imagination, showing an ability to adapt teaching styles to the needs of pupils</li> </ul>	Willingness to contribute to the wider life of the school	Application form Interview References
Disclosure of Criminal Record	Enhanced DBS		Disclosure and Barring Service