

Generic Person Specification Teaching Assistant (Level 4) (JE No: 1543)

Job title: Teaching Assistant (HLTA) **Ealing GLPC Grade:** Scale 7
(Level 4) (Lower) / HLTA (lower) (if status achieved)

School: **Post No:**

Line manager: Senior Teacher, Class Teacher

**Supervisory
responsibility:**

Hours:

This form lists the essential requirements needed in order to do the job. Applicants will be short-listed solely on them meeting these requirements.

Essential Requirements

Education and Experience

- a) Have Higher Level Teaching Assistant Status or equivalent qualification or experience.
- b) Excellent numeracy and literacy skills or qualifications equivalent to NVQ level 2 in English and maths.
- c) Experience of working with relevant age groups within a learning environment.
- d) Experience of working with children with additional needs.
- e) Experience of general clerical/ administrative work.
- f) Specialist training in relevant learning strategies in appropriate curriculum or learning area.

Knowledge, Skills and Abilities

- g) Ability to work collaboratively and co-operatively with colleagues
- h) An understanding of classroom roles and responsibilities.
- i) Good working knowledge of national curriculum and other relevant learning programmes.
- j) An ability to understand the principles of child development and learning processes and in particular barriers to learning.
- k) Full working knowledge of relevant policies and codes of practice and awareness of relevant legislation.
- l) Working knowledge and experience of implementing national / foundation stage curriculum and other relevant learning programmes/strategies.
- m) Good understanding of child development and learning processes and able to observe, monitor and provide constructive feedback.
- n) Understanding of statutory frameworks related to teaching.
- o) Understand range of support services and other agencies as appropriate.
- p) Ability to plan effective actions for pupils at risk of underachieving.
- q) Ability to, use ICT effectively to support learning.

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- r) Ability to build and maintain effective relationships with pupils, treating them equitably with respect and consideration.
- s) Ability to understand the roles of parents and carers in pupils learning and demonstrate ability to liaise with parents and carers sensitively and effectively.
- t) Ability to provide necessary personal care to children.
- u) Constantly improve own practice/ knowledge through self-evaluation and learning from others.
- v) To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Prepared by:	Date / /
Agreed by:	Date / /
