



Tatworth

Primary School

Job Specification – Teaching Assistant

	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Experience of working with children • Experience of working in a school environment • Good Numeracy, Literacy and communication skills 	<ul style="list-style-type: none"> • First Aid Certificate • Experience of working within an education setting • GCSE Grades A-C in both English and Maths • Hold a minimum NVQ Level 3 qualification in Children’s Care, Learning and Development or equivalent or be working towards NVQ Level 3
Knowledge and Key Skills	<p>Have a working-knowledge of child development</p> <ul style="list-style-type: none"> • Be able to effectively support and assist children to develop their self-esteem and confidence • Be able to communicate effectively with a wide range of people • Be able to use ICT effectively to support learning and maintain up-to-date planning and records of achievement • Have a general understanding of national curriculum and other basic learning programmes and/strategies • Be organized and efficient with paperwork and filing • An ability to use resources effectively and with flexibility to develop a programme of learning for students 	<ul style="list-style-type: none"> • An ability to work calmly, methodically and accurately • An ability to work with accuracy when recording, sharing or reporting information • An ability to use own initiative when appropriate to meet a deadline or complete a task

Professional and personal qualities	Have an ability to relate well to both children and adults <ul style="list-style-type: none"> • Be committed to working constructively as part of a team, understanding classroom roles and responsibilities • Display enthusiasm, patience and flexibility in the post • Be committed to the implementation of the school's equal opportunities policy • Be willing to undertake additional training/staff development as appropriate • Have an ability to reflect on your own professional practice • Ability to adhere policies, procedures and relevant legislation relating to child protection, health and safety , security, confidentiality, data protection and equal opportunities 	<ul style="list-style-type: none"> • To be able to form positive professional relationships with staff and students • Willingness to take a full part in the life of the school
-------------------------------------	--	---