

Generic Person Specification Teaching Assistant (Level 2)

Job title:	Teaching Assistant (Level 2)	Blaenau Gwent Grade:	Scale 3
School:		Post No:	
Line manager:	Senior teacher, Class teacher, Senior Teaching Assistant		
Supervisory responsibility:	None, apart from assisting in work familiarisation of new members of staff.		
Hours:			

Essential Requirements

- a) Good numeracy and literacy skills.
- b) Experience of working with relevant age groups within a learning environment.
- c) Experience of general clerical/ administrative work.
- d) Experience in a relevant discipline.

Knowledge, Skills and Abilities

- e) Ability to work well as part of a team.
 - f) An understanding of classroom roles and responsibilities.
 - g) Able to use basic ICT including computer, audio, video equipment and photocopier.
 - h) Good keyboard skills and knowledge of relevant ICT packages
 - i) Knowledge of relevant policies and codes of practice and awareness of relevant legislation.
 - j) Ability to relate well to children.
 - k) Ability to relate well to adults.
 - l) Ability to observe, monitor and provide constructive feedback on pupils progress.
 - m) Ability to provide necessary personal care to children.
 - n) Ability to successfully complete first aid training as required.
 - o) Ability and willingness to identify own training needs and participate in training.
 - p) To be responsible for promoting and safeguarding the welfare of children and young people within the school
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