



Teaching Assistant (Level 2)

Job title:	Teaching Assistant	Blaenau Gwent	Scale 4
	(Level 2)	Grade:	SCP 7-12
School:	Special School		
Line manager:	Senior Teacher, Class Teacher, Senior Teaching Assistant		
Supervisory responsibility:	None, apart from assisting in work familiarisation of new members of staff.		
Hours:	8.30am – 3.30pm (Monday to Friday)		

Essential Requirements

Education and Experience

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

Knowledge, Skills and Abilities

- f) Ability to work well as part of a multidisciplinary team.
 - g) An understanding of classroom roles and responsibilities.
 - h) Able to use basic ICT including computer, audio, video equipment and photocopier.
 - i) Good keyboard skills and knowledge of relevant ICT packages.
 - j) Knowledge of relevant policies and codes of practice and awareness of relevant legislation.
 - k) Ability to relate well to children.
 - l) Ability to relate well to adults.
 - m) Ability to understand roles of parents and carers in pupil learning and demonstrate ability to liaise with them sensitively and effectively.
 - n) Ability to observe, monitor and provide constructive feedback on pupils progress.
 - o) Ability to provide necessary personal care to children including manual handling and toileting.
 - p) Ability to stay calm and be patient and understanding when dealing with children.
 - q) To be able to deal with inappropriate behaviour in a calm and non-judgemental way following school guidance.
 - r) Ability to successfully complete first aid training as required.
 - s) Ability and willingness to identify own training needs and participate in training.
 - t) To be responsible for promoting and safeguarding the welfare of children and young people within the school.
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