

Generic Person Specification School Service Teaching Assistant (Level 3)

Job title:	Teaching Assistant	Blaenau Gwent Grade:	Scale 5
School:	(Level 3) 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:	32.5 Hours		

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.
- f) NVQ Level 3 for Teaching Assistants or equivalent together with very good standard of education and excellent literacy / numeracy skills.

Knowledge, Skills and Abilities

- g) Ability to work well as part of a multidisciplinary team.
- h) An understanding of classroom roles and responsibilities.
- i) Able to use basic ICT including computer, audio, video equipment and photocopier.
- j) Good keyboard skills and knowledge of relevant ICT packages.
- k) Knowledge of relevant policies and codes of practice and awareness of relevant legislation.
- l) An ability to understand the principles of child development and learning processes and in particular barriers to learning.
- m) Ability to relate well to children.
- n) Ability to relate well to adults.
- o) Ability to understand roles of parents and carers in pupil learning and demonstrate ability to liaise with them sensitively and effectively.
- p) Ability to observe, monitor and provide constructive feedback on pupils progress.
- q) Ability to provide necessary personal care to children including manual handling and toileting.
- r) Ability to stay calm and be patient and understanding when dealing with children.

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- s) To be able to deal with inappropriate behaviour in a calm and non-judgemental way following school guidance.

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- t) Ability to successfully complete first aid training as required.
 - u) Ability and willingness to identify own training needs and participate in training.
 - v) To be responsible for promoting and safeguarding the welfare of children and young people within the school.
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