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## Essential Requirements

**Job title:** Teaching Assistant

**Blaenau Gwent  
Grade:**

Scale 4

**School:** (Level 2)

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.

### *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 2 in Child Care, Learning & Development or CACHE Level 2 (Child Care & Education) or equivalent.

### *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) Ability to relate well to children.
- m) Ability to relate well to adults.
- n) Ability to understand roles of parents and carers in pupil learning and demonstrate ability to liaise with them sensitively and effectively.
- o) Ability to observe, monitor and provide constructive feedback on pupil's progress.
- p) Ability to provide necessary personal care to children including manual handling and toileting.
- q) Ability to stay calm and be patient and understanding when dealing with children.
- r) To be able to deal with inappropriate behaviour in a calm and non-judgemental way following school guidance.
- s) Ability to successfully complete first aid training as required.
- t) Ability and willingness to identify own training needs and participate in training.
- u) To be responsible for promoting and safeguarding the welfare of children and young people within the school.

