



Saltley Academy

Belchers Lane, Birmingham B9 5RX

PERSON SPECIFICATION

JOB TITLE: Teaching Assistant Level 3

GRADE: GR3

ATTRIBUTES	ESSENTIAL
<p><i>Education/ Qualifications (NB full regard must be paid to overseas qualifications)</i></p>	<p>NVQ Level 3 for Teaching Assistants or equivalent.</p>
<p><i>Experience (Relevant work and other experience)</i></p>	<p>Experience of supporting children in and outside a classroom environment, including those with special educational needs.</p> <p>Experience of using Information Technology to support students</p>
<p><i>Skills and Abilities (eg written communication skills, dealing with the public)</i></p> <p><i>Skills and Abilities</i></p>	<p>A good standard of education particularly in English and Mathematics.</p> <p>Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.</p> <p>Knowledge of the SEN Code of Practice.</p> <p>Knowledge of strategies to recognize and reward efforts and achievements towards self-reliance that are appropriate to the age and development range of the students.</p> <p>Ability to provide classroom cover – with agreed parameters</p>

<p><i>(eg written communication skills, dealing with the public)</i></p> <p><i>(continued)</i></p>	<p>- in the absence of the class teacher.</p> <p>Ability to consistently and effectively implement agreed behavior management strategies.</p> <p>Ability to use language and other communication skills that students can understand and relate to.</p> <p>Ability to establish positive relationships with students and empathise with their needs.</p> <p>Ability to demonstrate active listening skills.</p> <p>Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs, encouraging the students to stay on task.</p> <p>Ability to monitor the students' response to the learning activities and, where appropriate, modify and adapt the activities as agreed with the teacher to achieve the intended learning outcomes.</p> <p>Ability to carry out and report on systemic observations of students' knowledge, understanding and skills.</p> <p>Ability to assist in the recording of lessons and assessment as required by the teacher.</p> <p>Ability to offer constructive feedback to students to reinforce self-esteem.</p> <p>Ability to work effectively and supportively as a member of the school team.</p> <p>Ability to work within and apply all school policies, eg Behaviour Management, Child Protection, Health and Safety, Equal Opportunities.</p>
<p><i>Training</i></p>	<p>Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge.</p>
<p><i>Other</i></p>	<p>Willingness to maintain confidentiality on all school matters.</p>