

**Job title: Teaching Assistant – Level 2**

**Location: Silverdale School**

	Essential	Desirable
<b><u>Skills/Knowledge</u></b>		
• Understanding of principles of child development and learning processes.		✓
• Ability to self-evaluate learning needs and actively seek learning opportunities.	✓	
• Ability to relate well to children and adults.	✓	
• Work constructively as part of a team, understand classroom roles and responsibilities and own position within these.	✓	
• Can use ICT effectively to support learning.		✓
• Use of other equipment technology – video, photocopier.		✓
• Sound speaking and listening skills.	✓	
• Can manage the behaviour of pupils in a reasonable manner.	✓	
• Has a caring positive attitude towards pupils welfare.	✓	
• Has an awareness of pupils with special educational needs.	✓	
• Can maintain trust and confidentiality where appropriate.	✓	
• Can assist the school in forming a partnership with parents.	✓	
• Have sufficient practical and organization skills to contribute to the preparation and management of educational resources.	✓	
• Can complete and maintain pupils records.	✓	
<b><u>Experience, Qualifications and Training</u></b>		
• NVQ2 or 3 for Teaching Assistants or equivalent qualification or experience.		✓
• Appropriate language skills.	✓	
• Experience working with children of relevant age.		✓
<b><u>Work-related Circumstances</u></b>		
• Can allocate some contractual time to after school staff meetings when appropriate.	✓	
• Can allocate some contractual time to the whole of, or part of, staff training days when appropriate.	✓	
• Can maintain personal presentation that sets high standards for the pupils.	✓	
• Can work within the spirit of City Council and School Policies to do with Equal Opportunities, Child Protection, Health & Safety, Finance, Smoking etc.	✓	
<b><u>Personal Qualities</u></b>		
• Record of good health, attendance and punctuality	✓	
• Flexibility, sociability and good humour.		✓