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| Post Title: TEMPORARY TEACHING ASSISTANT (LEVEL TWO) | |
| Division/Section: EDUCATION | Post Grade: 6  Scalepoint: 6 |
| Location:  East Ward Primary School  (VISION MULTI ACADEMY TRUST) | Post: 32 ½ hours per week |
| Purpose and Objectives of Post:  To work under the instruction/guidance of teaching or senior staff to undertake work/care/support programmes (inclusive of specific individual learning needs). To enable access to learning for pupils with complexed SEND/Social Communication Difficulties and/or SEMH needs.  Work may be carried out in the classroom or outside the main teaching area. | |
| Accountable to: Headteacher | |
| Immediately Responsible to: Class Teacher | |
| Immediately Responsible for: Designated Pupil | |
| Relationships: (Internal and External)  Governing Body  Headteacher  Teachers  Support Staff  Pupils | |

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| Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of Supplemental Conditions of Service) |

# PERSON SPECIFICATION

TEMPORARY TEACHING ASSISTANT (LEVEL TWO)

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| ASSESSMENT METHOD | SHORT-LISTING CRITERIA | ESSENTIAL | DESIRABLE |
| APPLICATION FORM /INTERVIEW | QUALIFICATIONS  NVQ 2 in Teaching Assistance or equivalent qualification or experience of working with children within specified age range | √ |  |
| APPLICATION FORM /INTERVIEW | Training in relevant learning strategies  Basic Sign Language |  | √ |
| APPLICATION FORM /INTERVIEW | Ability to promote a positive ethos and role model positive attributes | √ |  |
| APPLICATION FORM /INTERVIEW | SKILLS  Ability to work effectively within a team environment, understanding classroom roles and responsibilities | √ |  |
| APPLICATION FORM /INTERVIEW | Ability to build effective working relationships with all pupils and colleagues | √ |  |
| APPLICATION FORM /INTERVIEW | Ability to work with children at all levels regardless of specific individual need | √ |  |
| APPLICATION FORM /INTERVIEW | Good personal numeracy and literacy skills | √ |  |
| APPLICATION FORM /INTERVIEW | KNOWLEDGE  General understanding of national curriculum and other basic learning programmes/strategies | √ |  |
| APPLICATION FORM / INTERVIEW | Basic understanding of child development and learning | √ |  |
| APPLICATION FORM / INTERVIEW | Understanding of relevant policies/codes of practice and awareness of relevant legislation. | √ |  |
| APPLICATION FORM / INTERVIEW | Understanding of strategies to support a pupil with complexed learning difficulties, hearing impairment and social communication difficulties. | √ |  |
| APPLICATION FORM / INTERVIEW | EXPERIENCE  Experience of resources preparation to support learning programmes  Ability to provide focused interventions | √ |  |
| APPLICATION FORM / INTERVIEW | Ability to use ICT effectively to support learning  Understanding of basic technology e.g. photocopier | √ |  |
| APPLICATION FORM /INTERVIEW | Relevant experience of working with and/or caring for primary age children within an educational setting | √ |  |
| APPLICATION FORM /INTERVIEW | PROFESSIONAL VALUES AND PRACTICE  High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements | √ |  |
| APPLICATION FORM /INTERVIEW | Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners | √ |  |
| APPLICATION FORM /INTERVIEW | Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work | √ |  |
| APPLICATION FORM /INTERVIEW | Able to improve their own practice through observations, evaluation and discussion with colleagues | √ |  |
| APPLICATION FORM /INTERVIEW | Ability to work collaboratively with colleagues and other professionals to carry out role effectively, knowing when to seek help and advice | √ |  |
| APPLICATION FORM /INTERVIEW | Ability to liaise sensitively and effectively with parents and carers | √ |  |
| APPLICATION FORM /INTERVIEW | Willingness to participate in relevant training and development opportunities | √ |  |

Safeguarding:

As an employee of East Ward Primary School, you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.

Equality Diversity and Inclusion:

East Ward Primary School is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.

Health and Safety:

The post holder is responsible for Employees Duties as specified with the Schools Health and Safety Policies.