

EAST SUSSEX COUNTY COUNCIL

Person Specification

DEPARTMENT	Children's Services
SCHOOL	All Phases
JOB TITLE	Teaching Assistant (2)
GRADE	Single Status Grade 3

Knowledge

1. A good standard of education particularly in English and Mathematics;
2. Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment;
3. Knowledge of SEN Code of Practice;
4. Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils.

Experience

1. Experience of supporting children in a classroom environment, including those with special educational needs;
2. Experience of using Information Technology to support pupils in the classroom.

Skills & Abilities

1. Ability to use language and other communication skills that pupils can understand and relate to;
2. Ability to establish positive relationships with pupils and empathise with their needs;
3. Ability to demonstrate active listening skills;
4. Ability to consistently and effectively implement agreed behaviour management strategies;
5. Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupil to stay on task;
6. Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes;
7. Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills;
8. Ability to assist in the recording of lessons and assessment as required by the teacher;
9. Ability to offer constructive feedback to pupils to reinforce self-esteem;

10. Ability to work effectively and supportively as a member of the school team;
11. Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc.

Personal Qualities

1. Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge;
2. Willingness to maintain confidentiality on all school matters.

Desirable Criteria

1. NVQ Level 2 for Teaching Assistants or equivalent.