| **Job title:**  | Teaching Assistant |  | **Ealing GLPC Grade:** | Scale 4 |
| --- | --- | --- | --- | --- |
|  | (Level 1) |  |  |  |
| **School:** |  |  | **Post No:** |  |
| **Line manager:** | Senior teacher, Class teacher, Senior Teaching Assistant |
| **Supervisory responsibility:** | None |
| **Hours:** |  |

***This form lists the essential requirements needed in order to do the job. Applicants will be short-listed solely on them meeting these requirements***.

## **Essential Requirements**

### ***Education and Experience***

1. Good numeracy and literacy skills.
2. Experience of working with relevant age groups within a learning environment.
3. Experience of general clerical/ administrative work.

#### ***Knowledge, Skills and Abilities***

1. Ability to work well as part of a team.
2. An understanding of classroom roles and responsibilities.
3. Able to use basic ICT including computer, audio, video equipment and photocopier.
4. Ability to relate well to children.
5. Ability to relate well to adults.
6. Ability to provide necessary personal care to children.
7. Ability to successfully complete first aid training as required.
8. Ability and willingness to participate in training.
9. To be responsible for promoting and safeguarding the welfare of children and young people within the school

| **Prepared by:** |  | **Date** |  | **/** |  | **/** |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Agreed by:** |  | **Date** |  | **/** |  | **/** |  |