



**Person Specification**  
**Learning Partner / Teaching Assistant (Level 2) (JE: 1541)**

<b>Job title:</b>	Learning Partner/ Teaching Assistant (Level 2)	<b>Ealing GLPC Grade:</b> Scale 5
<b>School:</b>	Perivale Primary School	<b>Post No:</b>
<b>Line manager:</b>	Senior teacher, Class teacher, Senior Teaching Assistant	
<b>Supervisory responsibility:</b>	Assisting in work familiarisation of new members of staff when required.	
<b>Hours:</b>	32.5 hours per week	

*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**

- a) Good numeracy and literacy skills.
- b) Experience of working with relevant age groups within a learning environment.
- c) Experience of general clerical/ administrative work.
- d) Experience in a relevant discipline.

***Knowledge, Skills and Abilities***

- e) Ability to work well as part of a team.
- f) An understanding of classroom roles and responsibilities.
- g) Able to use basic ICT including computer, audio, video equipment and photocopier.
- h) Good keyboard skills and knowledge of relevant ICT packages
- i) Knowledge of relevant policies and codes of practice and awareness of relevant legislation.
- j) Ability to relate well to children.
- k) Ability to relate well to adults.
- l) Ability to observe, monitor and provide constructive feedback on pupil's progress.
- m) Ability to provide necessary personal care to children.
- n) Ability to successfully complete first aid training as required.
- o) Ability and willingness to identify own training needs and participate in training.
- p) To be responsible for promoting and safeguarding the welfare of children and young people within the school

<b>Prepared by:</b>	_____	<b>Date</b>	___/___/___
<b>Agreed by:</b>	_____	<b>Date</b>	___/___/___