



## Matlock and Dales Primary Partnership

### Job Description – Grade 7 Teaching and Learning Assistant

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>- Qualification NVQ Level 3, BTEC or equivalent relevant qualification in supporting children</li> <li>- GCSE in Maths and English at C or above</li> <li>- First Aid certificate</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>- Experience in EYFS, KS1 or KS2</li> <li>- Experience of supporting pupils with social and emotional difficulties.</li> <li>- Have a proven track record of being an outstanding Teaching and Learning Assistant/contributing towards outstanding teaching practice</li> <li>.</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>- Good communication skills, both oral and written.</li> <li>- Ability to question children, using a range of questions, to informally assess and review children's understanding.</li> <li>- Able to assess children's progress and liaise with class teacher to ensure provided activities support the named child's academic and emotional/developmental needs.</li> <li>- Ability to teach phonics.</li> </ul>	
<b>Attitudes</b>	<ul style="list-style-type: none"> <li>- Ability to work both as part of a team and independently.</li> <li>- Able to foster positive relationships with children and use a wide range of strategies to motivate children and their desire to learn.</li> <li>- Able to use own initiative and to be flexible and adaptable.</li> <li>- Relevant experience and skills to engage parents professionally.</li> <li>- Excellent proven communication skills with members of staff, parents/carers, children and other agencies.</li> <li>- Able to liaise with colleagues regularly to ensure that the needs of the children are reviewed and met.</li> <li>- Good organisational skills: able to assist in keeping detailed records of children's progress using online assessment programme</li> <li>- Positive approach to behaviour management.</li> <li>- Current knowledge of safeguarding and child protection procedures in schools.</li> </ul>	<ul style="list-style-type: none"> <li>- Up to date enhanced DBS</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>- Commitment to continuing professional development.</li> <li>- Good organisational and interpersonal skills</li> <li>- Friendly and have a love of working with children.</li> <li>- Enthusiastic and willing to share their knowledge and skills with others.</li> <li>- Prepared to work flexibly as workload demands.</li> <li>- Contribute to whole school 'life' and attend extra-curricular events.</li> </ul>	