



# Teaching Assistant Competencies

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February 2025

## Basic Skills and Competencies

1. **Empathy with pupils and sympathetic to their needs**
2. Proven Literacy and Numeracy Skills
  - a. GCSE or O-Level equivalent in Mathematics and English
  - b. NVQ Level 3
  - c. Satisfactory work with groups in Literacy and Numeracy
3. Good communication skills
  - a. Ability to clarify and explain instructions clearly.
  - b. Satisfactory work with groups explaining tasks so that children achieve the learning objectives (*e.g. good quality artwork achieved by groups and individuals, intervention programmes achieve pupil improvements, teacher's plans translated into pupil attainment*).
  - c. Successful induction of another member of staff in the use of equipment such as photocopier, laminator or computer program etc.
4. Firm, sensitive approach towards pupil discipline
  - a. Group work is calm and controlled
  - b. Pupils respond respectfully to requests
5. Good organisational ability
  - a. The class teacher regularly delegates the preparation of resources for groups
  - b. Resources are neatly stored and accessible
  - c. Classroom routines are followed
  - d. Photocopying tasks are carried out well so that copies are straight, clean, well ordered and in good condition
  - e. Preparation of resources is completed on time and neatly
6. Ability to work with the teacher in the delivery of activities
  - a. Teacher is confident that tasks will be carried out according to plan and pupils will usually attain the planned learning objectives
  - b. The teacher regularly delegates the teaching of groups
  - c. The Teaching Assistant has a good understanding of the objectives for lessons in which she/he is participating (*e.g. looks at planning, asks questions...*)
7. Ability to apply knowledge and understanding from training in practical classroom context and, where necessary, spread techniques and expertise to other staff. *Training here may be a formal programme or instruction from the class teacher or another member of staff.*
  - a. Evidence that computer training, Literacy or Numeracy support training is being applied in the classroom (*e.g. Jolly Phonics, Wave 3 Precision teaching*).
  - b. Photocopier skills are applied beyond straight forward copying (*e.g. double sided copying, enlarging and reducing, collating etc*)
8. Flexible in relation to tasks undertaken and groups/children allocated
  - a. The Teaching Assistant works with all children within the class at some time and there are no children who cannot be allocated to work in a group led by the Teaching Assistant

- b. There are no tasks which fall into the job description of a teaching assistant that the class teacher could not confidently ask the teaching assistant to perform
- 9. Ability to establish and maintain good relationships and rapport with colleagues in the school and external contacts with the school
- 10. Ability to motivate and encourage children appropriately
- 11. Ability to work independently and with initiative
- 12. Professionally discrete and able to respect confidentiality on particular issues