



EMPLOYEE SPECIFICATION

POST TITLE: Teaching Assistant (level 3)

	Essential	Desirable	How Measured During Recruitment and Selection Progress
Experience	<ul style="list-style-type: none"> ▪ Previous experience working with children of relevant age ▪ Awareness of relevant intervention strategies within the curriculum ▪ Capacity for delivering curriculum programmes ▪ Previous experience teaching English as an Additional Language ▪ 		Application form Application form Application form
Education/Training Qualifications	<ul style="list-style-type: none"> ▪ GCSE Maths and English or equivalent 	<ul style="list-style-type: none"> ▪ Educated to A Level standard of equivalent 	Application form
Skills	<ul style="list-style-type: none"> ▪ Ability to form and maintain appropriate relationships and personal boundaries with children and young people ▪ Motivation to work with children and young people ▪ Understanding of curriculum planning ▪ Very good numeracy/literacy skills ▪ Ability to communicate effectively at all levels ▪ Ability to work independently with groups of pupils outside the classroom ▪ Working knowledge of relevant policies/codes of practice and awareness of relevant legislation ▪ Can use ICT effectively to support learning 		Interview/References Interview/References Application form/interview/references Interview/References Interview/References Interview/References Interview/References Interview/References /application form

	<ul style="list-style-type: none"> ▪ Use of other equipment technology – video, photocopying ▪ Working knowledge of national curriculum and relevant learning strategies ▪ Understanding of principles of child development and learning processes 		Interview/References /application form Interview/References Interview/References
Knowledge	<ul style="list-style-type: none"> ▪ A knowledge and commitment to safeguarding and promoting the welfare of children and young people 		Interview/References
Interpersonal/ Communication Skills	<ul style="list-style-type: none"> ▪ Very good communication and interpersonal skills ▪ Ability to self-evaluate learning needs and actively seek learning opportunities ▪ Ability to relate well to children and adults ▪ Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these ▪ Ability to discuss child related issues with teachers and other professional staff ▪ To have a flexible approach to work ▪ To be committed to the objective of raising achievement in the school ▪ To help raise standards of learning for pupils 		Interview/References Interview/References Interview/References Interview/References Interview/References Interview/References
Physical Characteristics	<ul style="list-style-type: none"> ▪ Be able to work with staff from all backgrounds ▪ Ability to meet deadlines ▪ Projects a professional image 		Interview/References Interview/References Interview/References