



An All-through Co-operative School

## PERSON SPECIFICATION

**POST TITLE:**

Teaching Assistant - Level 2

### PLEASE NOTE

The method of assessment for each criterion is shown in the right hand columns. The shortlisting criteria are indicated by asterisk in the application form column. Shortlisting for interview will be based solely on whether the candidate indicates on their application form that they meet these Shortlisting Criteria. All candidates must satisfy the Equal Opportunities and Customer Care criteria which are mandatory.

E – Essential, D - Desirable	METHOD OF ASSESSMENT		
	APPLICATION FORM	INTERVIEW	TEST (if required)
<b>1. ABILITIES</b>			
(a) Previous successful experience of using information and communication technology to support learning - E	*		
(b) Previous successful experience of operating a range of resources and equipment in a learning environment, including ICT, videos, photocopiers - E	*		
(c) Ability to absorb and understand a wide range of information concerning the functions of the school - E	*	*	
(d) Ability to build and form working relationships with pupils, parents/carers and colleagues, to work flexibly across professional and operational boundaries, and to work as a member of a team - E	*	*	
(e) Ability to work on own initiative and to prioritise between conflicting demands - E	*	*	
(f) Ability and willingness to run a Breakfast Club and/or after school clubs - E	*	*	
<b>2. SKILLS</b>			
(a) Evidence of commitment to continuous learning within a learning environment - E	*	*	
(b) Verbal and written communication skills appropriate to the need to communicate effectively with a wide range of pupils, teachers/carers - E	*		*
(c) Numeracy and Literacy skills appropriate to the learning levels of the target pupil groups - E	*		*

<b>3. KNOWLEDGE</b>			
(a) Knowledge of relevant education policies, procedures and legislation - E	*	*	
(b) Understanding of basic learning strategies - E	*	*	
(c) Understanding of key principles of child development and learning - E	*	*	
(d) Knowledge of national curriculum and other learning initiatives and strategies - E	*	*	
<b>4. EXPERIENCE</b>			
(a) Previous successful experience in working with or caring for children of Primary School age - E	*	*	
<b>5. EDUCATION AND PROFESSIONAL QUALIFICATIONS ESSENTIAL TO THE POST</b>			
(a) NVQ level 2 or equivalent for Teaching Assistants, or able to demonstrate an equivalent level of attainment through relevant experience - E	*		
(b) Evidence of successful completion of the Teacher Assistant Induction Programme - D	*		
<b>6. EQUAL OPPORTUNITIES RELEVANT TO THE POST (mandatory)</b>			
Commitment to and contribution to School Equal Opportunities Policy [E]	*	*	
Committed to the promotion of equal opportunities, fundamental British values** and Co-operative values*** - E	*	*	
<b>7. CHILD PROTECTION</b>			
Committed to safeguarding and promoting the welfare of children and young people - E	*	*	
<b>8. DISPOSITION</b>			
To be interested in students as individuals and how they learn - E	*	*	
To display a warm and approachable demeanor - E	*	*	
A flexible approach and sense of humour - E	*	*	
To display a professional manner in various contexts - E	*	*	

\*\*Fundamental British values - democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs

\*\*\*Co-operative Values - self-help, self-responsibility, democracy, equality, equity and solidarity in addition to the ethical values of honesty, openness, social responsibility and caring for others.