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|  | **PERSON SPECIFICATION** | | | |
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| **Job Title:** | | Teaching Assistant Level 2 | **Job No:** |  |
|  |  | | | |
| **Grade:** | | GR2 | **Division:** |  |
|  |  | | | |
| **No of Post:** | |  | **Section:** |  |

**Method of Assessment (M.O.A.)**

A.F. = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

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| **CRITERIA** | * 1. **ESSENTIAL** | **M.O.A.** |
| **EXPERIENCE**  (Relevant work and other experience) | Experience of working with children  Some experience of supporting children in Literacy, Numeracy and working with SEN groups and individuals  Some experience of using ICT effectively  Knowledge of policies and codes of practice/legislation | AF/I  AF/I  AF/I  AF/I |
| **SKILLS AND ABILITIES**  (Eg Written communication skills, dealing with the public) | A good understanding of child development and learning processes  The ability to follow instructions from the teacher and also be able to work independently  To make effective contributions to the team as appropriate  The experience of and the ability to deal positively with children and parents  The ability to manage behaviour effectively  The ability to implement assessment for learning under the guidance of the teacher  Show initiative and work independently  This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role. | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **TRAINING** |  |  |
| **EDUCATION/**  **QUALIFICATIONS**  **NB Full regard must be paid to overseas qualifications** | NVQ Level 2 qualification  Good numeracy and literacy skills with GCSE’s or equivalent in English & Maths  Good ICT skills | AF/I  AF/I  AF/I |
| **OTHER** | A flexible and positive attitude  Competent and organised  Patient  Enjoy working with children | AF/I  AF/I  AF/I  AF/I |
| **CONTRA INDICATION** |  |  |

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL’S**

**EQUAL OPPORTUNITIES POLICY**

COMPILED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Shortlisting/Interviewing Panel): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_