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|  | **PERSON SPECIFICATION** |
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| **Job Title:** | Teaching Assistant Level 2  | **Job No:** |  |
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| **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 childrenSome experience of supporting children in Literacy, Numeracy and working with SEN groups and individualsSome experience of using ICT effectivelyKnowledge of policies and codes of practice/legislation | AF/IAF/IAF/IAF/I |
| **SKILLS AND ABILITIES**(Eg Written communication skills, dealing with the public) | A good understanding of child development and learning processesThe ability to follow instructions from the teacher and also be able to work independently To make effective contributions to the team as appropriateThe experience of and the ability to deal positively with children and parentsThe ability to manage behaviour effectivelyThe ability to implement assessment for learning under the guidance of the teacherShow initiative and work independentlyThis 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/IAF/IAF/IAF/IAF/IAF/IAF/IAF/I |
| **TRAINING** |  |  |
| **EDUCATION/****QUALIFICATIONS****NB Full regard must be paid to overseas qualifications** | NVQ Level 2 qualificationGood numeracy and literacy skills with GCSE’s or equivalent in English & MathsGood ICT skills | AF/IAF/IAF/I |
| **OTHER** | A flexible and positive attitudeCompetent and organisedPatientEnjoy working with children | AF/IAF/IAF/IAF/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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_