



**Birkbeck Primary School**  
**Person Specification – Teaching Assistant**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good numeracy/literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>• DfES Teacher Assistant Induction Programme.</li> <li>• NVQ 2 for Teaching Assistants or equivalent qualifications or experience</li> <li>• Training in the relevant learning strategies, e.g. literacy.</li> <li>• First Aid Training as appropriate</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working with or caring for children of relevant age.</li> </ul>	
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Effective use of ICT support learning</li> <li>• Use of other equipment technology – video, photocopier</li> <li>• Basic understanding of child development and learning</li> <li>• Ability to self evaluate learning needs and actively seek learning activities</li> <li>• Ability to relate well to children and adults</li> <li>• Work constructively as part of a team</li> <li>• Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary</li> <li>• Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation</li> <li>• Ability to listen to customers and understand their needs</li> <li>• Ability to tailor your approach to each conversation to be appropriate to the customer, responding clearly with fine shades of meaning, even in complex situations.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of relevant policies/code of practice and awareness of relevant legislation</li> <li>• General understanding of national/foundation stage curriculum and other basic learning programmes/strategies.</li> </ul>