|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Person specification** | | | | |
| **Job title: Teaching Assistant** | | **Grade:** 4 | | |
| **Requirements**  **(based on the job description)** | | **Essential (E)**  **or**  **desirable (D)** | | **To be identified by: application form (AF),**  **interview (I) or**  **reference (R)** |
| **Qualifications** | |  | |  |
| Minimum of 4 GCSE’s at grade C or above, including English. In exceptional circumstances, where local circumstances dictate, qualifications may be viewed as desirable. | | E | | AF |
| NVQ level 2 or above qualification – appropriate to the post (or equivalent) | | D | | AF |
| **Experience** | |  | |  |
| Experience of working with or caring for children of relevant age | | E | | AF |
| Experience of working in a relevant classroom/service environment | | D | | AF |
| Experience of Administrative work | | D | | AF |
| Experience of supporting pupils with challenging behaviour | | D | | AF |
| **Knowledge, skills and abilities** | |  | |  |
| Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard | | E | | I |
| Ability to relate well to children | | E | | I,R |
| Ability to work as part of a team | | E | | AF, I, R |
| Excellent communication skills | | E | | AF, I, R |
| Ability to supervise and assist pupils | | E | | I, AF |
| Excellent time management skills | | E | | I, R |
| Good organisational skills | | E | | AF, I, R |
| Knowledge of classroom roles and responsibilities | | D | | AF, I |
| Knowledge of the concept of confidentiality | | E | | I |
| First Aid Certificate | | D | | AF |
| Good administrative skills | | E | | AF, I |
| Knowledge of Foundation Stage/National Curriculum | | D | | AF, I |
| Good numeracy and literacy skills | | E | | AF, I |
| Ability to make effective use of ICT | | D | | AF, I, R |
| Flexible attitude to work | | E | | AF, I, R |
| **Other** (including special requirements)   1. Commitment to safeguarding and protecting the welfare of children and young people 2. Commitment to equality and diversity 3. Commitment to health and safety 4. Commitment to sustaining regular attendance at work | | E  E  E  E | | I, R  I  I  I, R |
| **Prepared by:** | L Fielden and I Machin | **Date:** | September 2020 | |
| **Note: We will always consider your references before confirming a job offer in writing**. | | | | |