

# Teaching Assistant Person Specification



**POST TITLE:**

Teaching Assistant – Level 2a / 2b

**SCHOOL:**

**Federation of the Convent of Jesus and Mary Catholic Infant School & Nursery and St Mary Magdalen's Catholic Junior School**

## 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 mandatory criteria are underlined. The successful candidate must satisfy all of the mandatory criteria, and will normally meet all or most of the other appointment criteria. All candidates must satisfy the Equal Opportunities and Customer Care criteria which are mandatory.

	METHOD OF ASSESSMENT		
	APPLICATION FORM	INTERVIEW	TEST
<b>1. ABILITIES</b>			
(a) Previous successful experience of using information and communication technology to support learning.	*		
(b) Previous successful experience of operating a range of resources and equipment in a learning environment, including videos, photocopiers.	*		
(c) Ability to absorb and understand a wide range of information concerning the functions of the school.		*	
(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) Ability to work on own initiative and to prioritise between conflicting demands.		*	
<b>2. SKILLS</b>			
(a) Evidence of commitment to continuous learning within a learning environment.	*	*	
(b) Verbal and written communication skills appropriate to the need to communicate effectively with a wide range of pupils, teachers/carers.	*		*
(c) Numeracy skills appropriate to the learning levels of the target pupil groups.	*		*

		METHOD OF ASSESSMENT		
		APPLICATION FORM	INTERVIEW	TEST
<b>3. KNOWLEDGE</b>				
(a)	Knowledge of relevant education policies, procedures and legislation.		*	
(b)	Understanding of basic learning strategies	*		
(c)	Understanding of key principles of child development and learning.	*		
(d)	Knowledge of national curriculum and other learning initiatives and strategies.		*	
<b>4. EXPERIENCE</b>				
a)	Previous successful experience in working with or caring for children of <i>[insert age]</i>	*		
<b>5. EDUCATION AND PROFESSIONAL QUALIFICATIONS ESSENTIAL TO THE POST</b>				
(a)	Degree Level	*		
(b)	NVQ level 2 for Teaching Assistants, or able to demonstrate an equivalent level of attainment through relevant experience.	*		
(c)	Evidence of successful completion of the DfES Teacher Assistant Induction Programme.	*		
<b>6. <u>EQUAL OPPORTUNITIES RELEVANT TO THE POST</u> (mandatory)</b>				
	Understanding and commitment to the Council's Equal Opportunities policy.	*	*	
<b>7. <u>CUSTOMER CARE RELEVANT TO THE POST</u> (mandatory)</b>				