# Person Specification Form

**Post Title - Teaching Assistant - Level 2(b)**

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| **Personal Attributes required**  **(on the basis of the job description)** | **Essential (E)**  **or**  **Desirable (D)** | **To be identified by:**  **(eg application form, interview, reference etc)** |
| **Qualifications** |  |  |
| NVQ level 2 or above qualification –appropriate to the post (or equivalent)  Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy | E  D | AF  AF |
|  |  |  |
| **Experience** |  |  |
| Experience of working with or caring for children of relevant age  Experience of working in a relevant classroom/service environment  Experience of Administrative work | E  E  D | AF, R, I  AF, R, I  AF |
|  |  |  |
| **Knowledge/skills/abilities** |  |  |
| Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard | E | AF |
| Ability to relate well to children | E | AF,R,I |
| Ability to work as part of a team | E | AF,R |
| Good communication skills | E | AF,R,I |
| Ability to supervise and assist pupils  Time management skills  Organisational skills  Knowledge of classroom roles and responsibilities  Knowledge of the concept of confidentiality  First Aid Certificate  Administrative skills  Knowledge of Early Years Foundation Stage  Good numeracy and literacy skills  Ability to make effective use of ICT  Flexible attitude to work | E  D  D  D  E  D  D  D  E  D  E | AF,R,I  AF  AF  AF, I  AF  AF  AF  AF, R,I  AF  AF  AF,R,I |
| **Other** |  |  |
| Commitment to undertake in –service development  Commitment to safeguarding and protecting the welfare of children and young people | E  E | AF, I  AF,I, R |
| **Special Requirements** |  |  |
| Knowledge and experience of supporting children with social & communication difficulties | D | AF, I |
|  |  |  |