# 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 | ED | AFAF |
|  |  |  |
| **Experience** |  |  |
| Experience of working with or caring for children of relevant ageExperience of working in a relevant classroom/service environmentExperience of Administrative work | EED | AF, R, IAF, R, IAF |
|  |  |  |
| **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 pupilsTime management skillsOrganisational skillsKnowledge of classroom roles and responsibilitiesKnowledge of the concept of confidentialityFirst Aid CertificateAdministrative skillsKnowledge of Early Years Foundation StageGood numeracy and literacy skillsAbility to make effective use of ICT Flexible attitude to work | EDDDEDDDEDE | AF,R,IAFAFAF, IAFAFAFAF, R,IAFAFAF,R,I |
| **Other** |  |  |
| Commitment to undertake in –service developmentCommitment to safeguarding and protecting the welfare of children and young people | EE | AF, IAF,I, R |
| **Special Requirements** |  |  |
| Knowledge and experience of supporting children with social & communication difficulties  | D | AF, I      |
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