

Person Specification – EYFS Level 3 Teaching Assistant * Application (A) / Interview (I) / References (R)

Attributes	Requirements	Essential (E) / Desirable (D)	How identified*
Qualifications	• Level 3 or equivalent 'full and relevant' Early Years Educator qualification	E	A
	• Level 2 or equivalent qualification (grade 'C' or '4' and above) in English / Literacy and Maths / Numeracy	D	A
Successful experience	• Having an attitude of 'it could happen here' regarding safeguarding and using systems to accurately record.	E	A / I / R
	• Successful experience in supporting teaching and learning in EYFS, especially continuous provision, both indoors & outdoors.	D	A / I / R
	• Good knowledge of the EYFS Curriculum, especially the Prime Areas of Communication & Language, PSED & Physical Development and the Specific Areas of Literacy & Mathematics.	D	A / I / R
	• Good understanding of the Characteristics of Effective Learning and how to foster these through the learning environment and interactions with children.	D	A / I / R
	• Implementing and adapting learning activities / specific programmes for individuals and groups - phonics and early number.	E	A / I / R
	• Providing purposeful feedback to children and other adults to support learning.	E	A / I / R
	• Developing positive relationships with children, staff and parents.	E	A / I / R
	• Supporting children's SEND, behaviour, medical and / or health needs.	E	A / I /
	• Using positive behaviour management strategies.	E	A / I / R
	• Contributing to the learning environment to support teaching and learning.		A / I / R
	• Providing short term cover for a class when the teacher is absent.	E	
Knowledge, skills and abilities	• Able to relate well to children and parents / carers	E	A / I / R
	• Knowledge of classrooms roles and responsibilities	E	A / I
	• Knowledge and experience of confidentiality, safeguarding and health & safety	E	A / I / R
	• Able to use ICT effectively to support teaching and learning	E	A / I
	• Flexible and hardworking attitude to work	E	A / I / R
	• Team player and ability to use initiative	E	A / I / R
	• Well-motivated, calm and positive attitude	E	A / I / R
	• High level of integrity and confidentiality	E	A / I / R
	• Excellent admin and basic IT skills	E	A / I / R
	• Organised and effective time management skills	E	A / I / R
	• Able to work well independently to prioritise tasks and as an effective team player	E	A / I / R
	• First Aid / Paediatric First Aid	D	A

Continuing Professional Development	<ul style="list-style-type: none"> • Commitment to identify and attend appropriate CPD • Recent safeguarding CPD • Commitment to gaining first aid certificate 	E D E	A / I / R A A / I
Other	<ul style="list-style-type: none"> • Excellent health, attendance and punctuality • Neat, tidy and professional appearance • Commitment to take an active part in the wider life of the school, including clubs • Willing to share personal skills and talents with the school • Commitment to welfare and other roles depending on the needs of the school 	E E E E E	A / I / R I / R A / I / R A / I A / I

Reviewed: RS April 2025