

Person Specification

Post Title - Teaching Assistant - Level 2(a)

Requirements	Essential (E) or Desirable (D)	To be identified by: Application form (A), interview (I), reference (R)
Qualifications NVQ level 2 or above qualification –appropriate to the post (or equivalent)	D	A
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 D D	A, I A, I A, I
Knowledge/skills/abilities Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard Ability to relate well to children Ability to work as part of a team Good communication skills 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/Paediatric First Aid Certificate Administrative skills Good numeracy and literacy skills Ability to make effective use of ICT Flexible attitude to work	E E E E E D D D E D D E D E	A, I A, I A, I A, I A, I A, I A, I A A, I A A, I A, I
Other Commitment to undertake in –service development Commitment to safeguarding and protecting the welfare of children and young people Satisfactory attendance record/commitment to regular attendance at work	E E E	A A, I R

Note: We will always consider your references before confirming a job offer in writing

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