**Lancashire County Council**

**Person Specification**

**Post Title - Teaching Assistant - Level 3**

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| **Requirements** | **Essential (E) or**  **Desirable (D)** | **To be identified by:**  **Application form (A), interview (I), reference (R)** |
| **Qualifications**    NVQ level 3 or above qualification (or equivalent) - in exceptional circumstances, where local circumstances dictate, qualifications may be viewed as desirable  Level 2 or equivalent qualification in  English/Literacy and Mathematics/Numeracy | E    D | A  A |
| **Experience**    Experience of working with children Experience of working in a relevant classroom/service environment  Experience of Administrative work  Experience of supporting pupils with challenging behaviour | E  E  D  D/E | A, I  A, I  A, I  A, I |
| **Knowledge/skills/abilities**    Ability to relate well to children  Ability to work as part of a team  Good communication skills  Ability to relate well to parents/carers  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  Knowledge of Early Years Foundation Stage Knowledge of strategies, for example numeracy and literacy  Ability to make effective use of ICT  Ability to assess children’s development  Ability to plan and deliver work programmes  Flexible attitude to work | E  E  E  E  E  E  E  E  E  D  E  E  E  E  E  E  E | A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A  A, I  A, I  A, I  A, I  A, I  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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| **Date created:** |