**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 |   AA |
| **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, IA, IA, IA, 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, IA, IA, IA, IA, IA, IA, IA, IA, IAA, IA, IA, IA, IA, IA, IA, 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:**  |