

Lancashire County Council

Person specification form		
Job title: Teaching Assistant - Level 3	Grade: 6	
Directorate: Children and Young People		
Establishment or team: White Ash Special School		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications		
NVQ level 3 qualification (or equivalent) in Supportive Teaching and Learning or above qualification	E	AF/I
Maths and English to Level 2 standard or GCSE A*-C / 9-4	E	AF/I
Experience		
Experience of working with children	E	AF/I
Experience of working in a relevant classroom/service environment	E	AF/I
Experience of working in a special school	D	AF/I
Experience of leading whole class/small groups	E	AF/I
Experience of Administrative work	E	AF/I
Experience of supporting pupils with challenging behaviour	E	AF/I
Knowledge, skills and abilities		
Ability to relate well to children	E	AF/I
Ability to work as part of a team	E	AF/I
Good communication skills	E	AF/I
Ability to relate well to parents/carers	E	AF/I
Ability to supervise and assist pupils	E	AF/I
Time management skills	E	AF/I
Organisational skills	E	AF/I
Knowledge of classroom roles and responsibilities	E	AF/I
Knowledge of the concept of confidentiality	E	AF/I
First Aid Certificate	D	AF/I
Administrative skills	E	AF/I
Knowledge of Foundation Stage/National curriculum	D	AF/I
Knowledge of numeracy and literacy strategies	E	AF/I

Ability to make effective use of ICT	E	AF/I
Ability to assess children’s development	E	AF/I
Ability to plan and deliver work programmes	E	AF/I
Knowledge of positive behaviour management	E	AF/I
Flexible attitude to work	E	AF/I
Other (including special requirements)		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	I
2. Commitment to equality and diversity	E	I
3. Commitment to health and safety	E	I
4. Commitment to attendance at work	E	I
5. Commitment to undertake in–service development	E	I
Special Requirements		
Support pupils during curriculum swimming / hydro lessons. There is an expectation that teaching assistants will join the pupils in the water.		
Support pupils during enrichment activities such as residential activities, after school and lunchtime clubs and other educational visits which may extend beyond the normal school day		
Prepared by:		Date:
Note: We will always consider your references before confirming a job offer in writing.		