**Person Specification Form**

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

|  |  |  |
| --- | --- | --- |
| **Personal Attributes required (on the basis of the job description)** | **Essential (E) or**  **Desirable (D)** | **To be identified by:**  **(eg application form, interview, reference etc)** |
| **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  Level 3 or above BSL qualification | E    E  E | A    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 or needs  Experience of using a total communication approach | E    E  D    E  D | A I R  A I R  A  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 Certificate  Administrative skills  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 | A I R  A I R |
| **Other**  Commitment to undertake in –service development    Commitment to safeguarding and protecting the welfare of children and young people | E    E |  |
| **Special Requirements**  First Aid Certificate / Willingness to train | D |  |