**Person Specification Form**

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

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| **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  EE  |    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 needsExperience of using a total communication approach  |   E  E D  E  D | A I R A I RAA 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 |     |