

## Person Specification

### Post Title - Teaching Assistant - Level 2(a)

| Requirements  | Essential (E)<br>or<br>Desirable (D)   | To be identified by:<br>Application form (A),<br>interview (I),<br>reference (R)   |
|---|--|--|
| <b>Qualifications</b><br><br>NVQ level 2 or above qualification –appropriate to the post (or equivalent)  | E  | A  |
| <b>Experience</b><br><br>Experience of working with or caring for children of relevant age<br>Experience of working in a relevant classroom/service environment<br>Experience of Administrative work<br>Experience of supporting pupils with challenging behaviour  | E<br><br>D<br><br>D<br>D   | A, I<br><br>A, I<br><br>A, I<br>A, I   |
| <b>Knowledge/skills/abilities</b><br><br>Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard<br>Ability to relate well to children<br>Ability to work as part of a team<br>Good communication skills<br>Ability to supervise and assist pupils<br>Time management skills<br>Organisational skills<br>Knowledge of classroom roles and responsibilities<br>Knowledge of the concept of confidentiality<br>First Aid/Paediatric First Aid Certificate<br>Administrative skills<br>Knowledge of Early Years Foundation Stage<br>Good numeracy and literacy skills<br>Ability to make effective use of ICT<br>Flexible attitude to work<br>Flexible to work in different settings/classrooms and year groups across the school | E<br><br>E<br>E<br>E<br>E<br>E<br>E<br>D<br>E<br>D<br>E<br>D<br>E<br>E<br>E<br>E | A, I<br><br>A, I<br>A, I<br>A, I<br>A, I<br>A, I<br>A, I<br>A, I<br>A<br>A, I<br>A, I<br>A<br>A, I<br>A, I<br>A, I<br>A, I |
| <b>Other</b><br><br>Commitment to undertake in –service development<br>Commitment to safeguarding and protecting the welfare of children and young people<br>Satisfactory attendance record/commitment to regular attendance at work  | E<br>E<br><br>E  | A<br>A, I<br><br>R   |
| <b>Note: We will always consider your references before confirming a job offer in writing</b>   |  |  |

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