

## Person Specification Form

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

<b>Personal Attributes required (on the basis of the job description)</b>	<b>Essential (E) or Desirable (D)</b>	<b>To be identified by: (eg application form, interview, reference etc)</b>
<b>Qualifications</b>  NVQ level 2 or above qualification –appropriate to the post (or equivalent) Full Driving Licence	D D	AF/I AF/I
<b>Experience</b>  Experience of working with or caring for children of relevant age Experience of working in a relevant classroom/service environment Experience of Administrative work Experience of supporting pupils with Special Educational Needs	E  D  D D E	AF/I/R  AF/I/R AF/I/R AF/I/R
<b>Knowledge/skills/abilities</b>  Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard Ability to relate well to children Ability to work as part of a team Good communication skills 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 Knowledge of Early Years Foundation Stage Good numeracy and literacy skills Ability to make effective use of ICT Flexible attitude to work	E   E E E E D D D D D D E D D D E D	AF/I   AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I
<b>Other</b> Commitment to undertake in –service development  Commitment to safeguarding and protecting the welfare of children and young people	E  E	I  AF/I
<b>Special Requirements</b> Knowledge and Experience of working with SEND pupils	D	AF/I

