



Person Specification

Post: Teaching Assistant

Grade: Scale 3

Achievement of criteria – key to identification:

A = Application I = Interview E = Exercise R = Reference

Qualifications/Training	Essential	Desirable	How identified
NVQ Level 2 or equivalent relevant qualification	✓		A
GCSEs in English and mathematics (grade 'C' or above) or equivalent	✓		A
Qualification in IT		✓	A
Relevant qualification in childcare		✓	A

Experience	Essential	Desirable	How identified
Experience of working with young children of relevant age and collaboratively with others	✓		A/I
Experience of successfully working in a team	✓		A/I
Experience of administration work	✓		A/I
Experience of working in a classroom environment with young children	✓		A/I
Experience of working with disadvantaged pupils or those with learning difficulties		✓	A/I
Experience of working effectively with children in different year groups		✓	A/I
Experience of working on a one-to-one basis with pupils		✓	A/I

Knowledge and Skills	Essential	Desirable	How identified
Good numeracy and literacy skills	✓		A/I/E
Good communication and interpersonal skills	✓		A/I/E
Competent in the use of ICT	✓		A/I/E
Ability to work as a part of a team	✓		A/I/R
Good understanding of child development	✓		A/I/R
Ability to effectively supervise and assist pupils	✓		A/I/R
Ability to develop good working relations with children and adults	✓		A/I/R
Knowledge and understanding of behaviour management strategies	✓		A/I/R
General understanding of the curriculum and basic learning strategies		✓	A/I/R
Experience of supporting the teacher in using a range of successful teaching and learning strategies to meet the needs of all pupils		✓	A/I/R
Knowledge of relevant policies and practices and awareness of relevant legislation eg safeguarding and child protection		✓	A/I/R

Initiative	Essential	Desirable	How identified
Ability to self-motivate and prioritise workload effectively	✓		A/I/R
Able to follow instructions and guidance	✓		A/I/R
Willing to participate in further training and development activities	✓		A/I/R
Ability to work under pressure	✓		A/I/R
Ability to be flexible as required	✓		A/I/R

Circumstances	Essential	Desirable	How identified
Understands the importance of confidentiality	✓		A/I/R
Positive attitude to working with young children and adults (eg parents)	✓		A/I/R