**PERSON SPECIFICATION**

**Teaching Assistant Level 4**

|  |  |  | **Assessed by:** | |
| --- | --- | --- | --- | --- |
| **No** | **Categories** | **Essential / Desirable** | **App Form** | **Interview / Task** |
| **QUALIFICATIONS** | | | | |
|  | 5 GCSE’s or equivalent, including English and Maths | E | ✓ |  |
|  | NVQ Level 3 or equivalent qualification in relevant discipline OR appropriate experience, preferably as a Teaching Assistant | E | ✓ |  |
|  | Willingness to obtain and / or enhance qualifications and training for development in the post | E | ✓ |  |
|  | HLTA status/NVQ Level 4 or equivalent qualification in relevant discipline | D | ✓ |  |
|  | Training on safeguarding | D | ✓ |  |
|  | First Aid training or willingness to undertake appointed person certificate in First Aid | D | ✓ |  |
|  | Training in Special Educational Needs strategies | D | ✓ |  |
|  | Evidence of relevant continuous professional development and training | D | ✓ |  |
| **EXPERIENCE** | | | | |
|  | Experience of working with children and young people | E | ✓ | ✓ |
|  | Experience of working in the education system and in multi-agency settings | E | ✓ | ✓ |
| **ABILITIES, SKILLS AND KNOWLEDGE** | | | | |
|  | Ability to relate well to children and adults | E | ✓ | ✓ |
|  | Ability to work effectively within a team environment, understanding classroom roles and responsibilities | E | ✓ | ✓ |
|  | Ability to build effective working relationships with all pupils and colleagues | E | ✓ | ✓ |
|  | Ability to promote a positive ethos and role model positive attributes | E | ✓ | ✓ |
|  | Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate | E | ✓ | ✓ |
|  | Ability to adapt own approach in accordance with pupils needs | E | ✓ | ✓ |
|  | Understanding of statutory frameworks relating to teaching & learning | E | ✓ | ✓ |
|  | Ability to continually develop and extend own working practices | E | ✓ | ✓ |
|  | Working knowledge of relevant policies/codes of practice/legislation | E | ✓ | ✓ |
|  | Understanding of national curriculum and other basic learning programmes / techniques (within specified age range/subject area) e.g. knowledge of core subjects | E | ✓ | ✓ |
|  | Understanding of principles of child development and learning styles | E | ✓ | ✓ |
|  | Experience of resources preparation to support learning programmes | E | ✓ | ✓ |
|  | Effective use of IT to support learning | E | ✓ | ✓ |
|  | Experience of resources preparation to support learning programmes | E | ✓ | ✓ |
|  | Excellent communication skills | E | ✓ | ✓ |
|  | Be able to maintain confidentiality | E | ✓ | ✓ |
|  | Excellent listening skills | E | ✓ | ✓ |
|  | Ability to manage behaviour of children in a positive and supportive manner | E | ✓ | ✓ |
|  | General awareness of inclusion, especially within a school setting | E | ✓ | ✓ |
|  | Relevant knowledge of First Aid | D | ✓ | ✓ |
|  | Knowledge of child protection | D | ✓ | ✓ |
|  | Equal opportunities and recognising the nature of the diverse school community | D | ✓ | ✓ |
| **PERSONAL QUALITIES** | | | | |
|  | Friendly, approachable and professional manner | E | ✓ | ✓ |
|  | A commitment to working as part of the whole school team and supporting the vision and aims of the school | E | ✓ | ✓ |
|  | High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements | E | ✓ | ✓ |
|  | Ability to build and maintain successful relationships with pupils; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners | E | ✓ | ✓ |
|  | Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils | E | ✓ | ✓ |
|  | Ability to liaise sensitively and effectively with parents and carers, recognising their role in pupils learning | E | ✓ | ✓ |
|  | Able to improve their own practice through observations, evaluation and discussion with colleagues | E | ✓ | ✓ |

**Part C: Additional Requirements**

The following criteria must be judged as satisfactory when pre-employment checks are completed:

|  |  |
| --- | --- |
| 1 | Enhanced DBS Certificate |
| 2 | Additional criminal record checks if applicant has lived outside the UK |
| 3 | Medical clearance |
| 4 | Qualifications essential to the post |
| 5 | Two references from current and previous employers (or education establishment if applicant not in employment) |