

Lancashire County Council

Person specification form		
Job title: Teaching Assistant - Level 2	Grade: 4	
Directorate: Children and Young People	Post number:	
Establishment or team:		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications NVQ level 2 or above qualification –appropriate to the post(or equivalent)	E	AF/I
Experience Experience of working with or caring for children of relevant age	E	AF/I
Experience of working in a relevant classroom/service environment	D	AF/I
Experience of Administrative work	D	AF/I
Experience of supporting pupils with challenging behaviour	D	AF/I
Knowledge, skills and abilities Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	E	AF/I
Ability to relate well to children	E	AF/I
Ability to work as part of a team	E	AF/I
Good communication skills	E	AF/I
Ability to supervise and assist pupils	E	AF/I
Time management skills	D	AF/I
Organisational skills	D	AF/I
Knowledge of classroom roles and responsibilities	D	AF/I
Knowledge of the concept of confidentiality	E	AF/I
First Aid Certificate	D	AF/I
Administrative skills	D	AF/I
Knowledge of Foundation Stage/National Curriculum	D	AF/I
Good numeracy and literacy skills	E	AF/I
Ability to make effective use of ICT	D	AF/I
Flexible attitude to work	E	AF/I
Other (including special requirements)		

1. Commitment to safeguarding and protecting the welfare of children and young people	E	I
2. Commitment to equality and diversity	E	I
3. Commitment to health and safety	E	I
4. Commitment to attendance at work	E	I
5. Commitment to undertake in-service development	E	I

Prepared by:	Date:
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Note: We will always consider your references before confirming a job offer in writing.
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