

The Quinta Primary School

Teaching assistant Level 3 Person Specification

Factors	Essential	Desirable	Assessment Method
Qualifications and Training	Hold relevant qualifications at a level equivalent to at least NVQ Level 3.		Application Form
	Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) or NVQ Level 2 (or by test).		Application Form
	Evidence of specialism in specific curriculum areas or areas of particular learning difficulty.		Application Form
	Good numeracy/literacy skills		Application Form
	Willingness to participate in other development and training opportunities		Application Form
Experience	Relevant work experience in a similar background within a primary setting (KS1 & 2) A minimum of two years' experience of working with children (either paid or unpaid capacity) preferably in an education setting.	Experience of working with children with SEN, at primary level	Application Form Application Form
	Understanding of relevant policies/codes of practice and awareness of relevant legislation		Interview

Knowledge and Skills	To be able to maintain effective record keeping	Ability to liaise with other agencies and parents.	Application Form
	Ability to supervise groups of students	Understanding of First Aid procedures	Interview
	Ability to self-evaluate learning needs and actively seek learning opportunities		Application
	Ability to effectively use ICT to support learning, or to undertake training to do so		Application / Interview
	Knowledge of the requirements of the national literacy and numeracy strategies.		
	Effective oral and written communication skills.		
	Excellent interpersonal skills		

	<p>both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts.</p> <p>Good organisational and time management skills.</p> <p>Able to form and maintain appropriate professional relationships and boundaries with children and young people.</p> <p>Ability to deal with sensitive information in a confidential manner.</p> <p>An understanding of and a genuine commitment to Equal Opportunities.</p>		
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Personal Qualities	<p>A positive interest in working with children</p> <p>Adaptability</p> <p>Ability and willingness to work constructively as part of a team</p> <p>Ability to work calmly and with patience</p> <p>To build positive relationships with both student and parents.</p> <p>Empathy with young people facing barriers to their learning.</p> <p>A commitment to helping young pupils achieve, through education and learning.</p> <p>Emotionally literate</p>	To be a positive role model to other staff and pupils.	Application Form / Interview
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