

Person Specification for the position of Early Years Teaching Assistant Level 3

Personal attributes required based on Job Description Essential requirements are those without which an applicant will not be considered for appointment.	Essential (E) Or Desirable (D) Criteria
Qualifications:	
 Hold a relevant Early Years qualification at a level equivalent to at least NVQ Level 3. 	Е
 Demonstrable levels of numeracy and literacy equivalent to GCSE (A-C). 	Е
3. May have or be working towards a relevant Foundation Degree.	D
Experience:	
 A minimum of one years' experience of working with children in EYFS, preferably within an education setting. 	Е
2. Experience of teaching whole classes.	D
Experience of working with children within Early Years Foundation Stage.	Е
Knowledge:	
1. Knowledge and understanding of the Early Years Curriculum.	Е
2. Understanding of how children learn to read.	Е
3. Understanding of behaviour management strategies.	E
4. Understanding of First Aid procedures.	Е
Skills and Abilities:	
Excellent written and oral communication skills.	Е
2. Effective interpersonal skills both in working relationships with	E
young pupils and professional relationships with a wide range of contacts.	
3. Good organisational and time management skills.	E
4. Sound IT skills to support in learning and maintain electronic information systems – in particular, uploading evidence.	Е

5. The ability to form and maintain appropriate professional	E
relationships and boundaries with children and young people.	
6. Ability and willingness to work constructively as part of a team	Е
7. Ability to supervise pupils effectively both in and out of school in line	Е
with the school's behaviour policy.	
8. Ability to organise the classroom activities e.g. preparing and setting	E
out resources and organising continuous provision.	
9. Ability to deal with sensitive information in a confidential manner	E
both in and out of school.	
10. Ability to help children and young people to transfer their learning to	D
other parts of their lives.	
11. Ability to provide a good role model to young pupils.	E
12. Ability to use your own initiative and work flexibly.	E
Other Attributes	
1. Understanding of safeguarding.	Е
2. Willingness to engage in training and CPD sessions.	Е
3. Empathy with young people facing barriers to their learning.	Е
4. A commitment to help young pupils achieve, through education	E
and learning.	
5. An understanding of and genuine commitment to Equal	E
Opportunities.	