

Ordsall Primary School

Teaching Assistant Person Specification

	Essential	Desirable	Evidence
Qualifications and experience	<p>Previous experience working in a school setting.</p> <p>Relevant qualification with regard to working with children, such as NVQ 2.</p>	<p>Knowledge and understanding of child development and children's and families' needs.</p>	A, I, D
Organisation	<p>Ability to plan and organise</p> <p>Ability to recognise and identify problems.</p> <p>Ability to record and pass on information accurately.</p>	<p>Ability to cope with many roles/ responsibilities.</p> <p>Understanding of the importance of parental involvement.</p>	A, I, R
Special skills and interests	<p>Experience in working across all age ranges but specifically upper KS2 (Phase 3)</p> <p>Ability to take an individualised approach to behaviour management</p>	<p>Ability to encourage and enable others to develop their full potential.</p> <p>Understanding and experience in supporting children.</p>	A, I
Disposition and attitudes	<p>Ability to build relationships and work as part of a team.</p> <p>A friendly, helpful, caring and flexible approach.</p> <p>Open-mindedness and patience.</p> <p>A commitment to equal opportunities.</p> <p>Ability to maintain confidentiality in all school matters.</p>	<p>High levels of self-confidence.</p> <p>Ability to relate well to other professionals.</p>	I, R
Physical attributes and other circumstances	<p>Ability to physically fulfil the responsibilities of the post.</p> <p>Willingness and ability to attend appropriate meetings and training.</p> <p>Good personal presentation.</p> <p>Excellent punctuality.</p>		I, R

Evidence

A = Assessed at application

I = Assessed at interview

R = Assessed through references

D = Assessed through supporting documents at interview