

## PERSON SPECIFICATION

**Job Title:** Teaching Assistant

**Reporting To:** SENCO / Classroom Teacher

**Method of Assessment (M.O.A.):** AF = Application Form  
I = Interview  
T = Test or Exercise  
P = Planned Activity

| CRITERIA                  | ESSENTIAL                                                                                                            | M.O.A. |
|---------------------------|----------------------------------------------------------------------------------------------------------------------|--------|
| EXPERIENCE                | Working with or caring for children of relevant age.                                                                 | AF/I   |
| QUALIFICATIONS / TRAINING | Good numeracy/literacy skills.                                                                                       | AF/I   |
|                           | Participate in development and training opportunities.                                                               | AF/I   |
|                           | NVQ 2/3 for Teaching Assistants or equivalent qualification or willingness to work towards a relevant qualification. | AF/I   |
|                           | Training in the relevant learning strategies e.g. literacy                                                           | AF/I   |
| KNOWLEDGE / SKILLS        | Good communication skills.                                                                                           | AF/I   |
|                           | Ability to use ICT effectively to support learning                                                                   | AF/I   |
|                           | An understanding of relevant policies/codes of practice and awareness of relevant legislation                        | AF/I   |
|                           | A general understanding of national learning programmes/strategies                                                   | AF/I   |
|                           | A basic understanding of principles of child development and learning processes                                      | AF/I   |
|                           | Ability to self-evaluate learning needs and actively seek learning opportunities                                     | AF/I   |
|                           | Ability to relate well to children and adults.                                                                       | AF/I   |

|  |                                                                                                                                                                    |      |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
|  | Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these                                       | AF/I |
|  | Ability to comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and equal opportunities | AF/I |

**Date reviewed:** September 2025