

Person Specification

Post: L2 Teaching Assistant

School: Totley All Saints

| Personal Skills Characteristics | Essential | Desirable | Method of Assessment | Shortlisting Criteria |
|--|-----------|-----------|---------------------------------------|-----------------------|
| Skills /Knowledge | | | | |
| Understanding of relevant policies/codes of practice and awareness of relevant legislation | ✓ | | Application Form, Interview | ✓ |
| General understanding of national/foundation stage curriculum and other relevant learning programmes/strategies | ✓ | | Interview | ✓ |
| Basic understanding of child development and learning | ✓ | | Interview | ✓ |
| Ability to self-evaluate learning needs and actively seek learning opportunities | ✓ | | Interview Reference | ✓ |
| Ability to relate well to children and adults | ✓ | | Interview | ✓ |
| Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these | ✓ | | Interview Reference | ✓ |
| Effective use of ICT to support learning | | ✓ | Interview | |
| Use of other equipment technology – video, photocopier | | ✓ | Interview | |
| Has speaking and listening skills to extend language in discussion | | ✓ | Interview | |
| Can manage the behaviour of pupils in a reasonable manner | ✓ | | Application Form, Interview | ✓ |
| Has a caring positive attitude towards pupils welfare | ✓ | | Interview | ✓ |
| Has an awareness of pupils with special educational needs | ✓ | | interview | ✓ |
| Can maintain trust and confidentiality where appropriate | ✓ | | Interview Reference | ✓ |
| Can assist the school in forming a partnership with parents | | ✓ | Application Form, Interview | |
| Has sufficient practical and organisational skills to contribute to the preparation and management of educational resources | ✓ | | Application Form, Interview Reference | ✓ |

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| Can complete and maintain pupil's records | | ✓ | Interview | |
| Experience, qualifications, and training (if any) | | | | |
| NVQ2 for Teaching Assistants or equivalent qualification or experience | ✓ | | Application Form CQ | ✓ |
| Training in the relevant learning strategies e.g. literacy | | ✓ | Application Form CQ | |
| <u>First aid training as appropriate</u> | | ✓ | Application Form CQ | |
| Experience working with or caring for children of relevant age | | ✓ | Application Form, Interview | |
| Good numeracy/literacy skills | ✓ | | Application Form, Interview CQ | ✓ |
| Work related circumstances | | | | |
| Can allocate some contractual time to after school staff meetings when appropriate | | ✓ | Application Form, Interview | |
| Can allocate some contractual time to the whole of, or part of, staff training days when appropriate | ✓ | | Application Form, Interview | ✓ |
| Can maintain personal presentation that sets high standards for the pupils | ✓ | | Application Form, Interview Reference | ✓ |
| Can work within the spirit of DSAT and School Policies to do with Equal opportunities, Child Protection, Health & Safety, Finance, Smoking etc. | ✓ | | Application Form, Interview | ✓ |

Key: CQ – Certificate of Qualification

DBS – Disclosure and Barring Service MQ – Pre-Employment Health Check

We undertake to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.

In the event of a large number of applicants meeting the essential criteria, desirable criteria or occupational testing may be used as a further shortlisting tool.

Disabled applicants who meet the essential shortlisting criteria will be guaranteed an interview.