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| **PARK ROAD ACADEMY PRIMARY SCHOOL: PERSON SPECIFICATION – TEACHING ASSISTANT**   |
|   | **REQUIREMENTS**   |
|   | **ESSENTIAL**   | **DESIRABLE**   |
| **EDUCATION AND TRAINING**   |   |   |
| Educated to GCSE level – minimum Grade C in Maths and English  |  X  |   |
| NVQ Level 3 for Teaching Assistants or above in childcare  |  X |  |
| Evidence of competency in literacy and numeracy  | X  |   |
| First Aid Certificate  |   |  X  |
| Willingness to attend further training  | X  |   |
| Appropriate child protection training  |   |  X  |
|   |   |   |
| **EXPERIENCE**   | X  |   |
| Experience of working in a classroom environment  |  X  |   |
| Experience of working with children of a relevant age  | X |   |
| Experience of working with in a play-based setting  | X  |   |
| Experience of administration/ competent in using IT  | X  |   |
|   |   |   |
| **KNOWLEDGE AND UNDERSTANDING**   |   |   |
| First Aid training  |   | X  |
| Knowledge of school procedures  | X  |  |
| Understanding of relevant policies / codes of practice  | X  |  |
| Understanding the varied needs of children and their families  | X  |   |
| Understanding the issues involved in the delivery of quality play care  |  X |   |
| Understanding the issues of equal opportunities  | X  |   |
| Awareness of relevant legislation  |  X  |   |
| General understanding of National / EYFS Curriculum  | X  |   |
| Basic understanding of child development and learning  | X  |   |
|   |   |   |
| **SKILLS/ABILITIES**   |   |   |
| Ability to manage children  | X  |   |
| Able to provide and facilitate safe and creative play  | X  |   |
| Creativity to design materials and activities  | X  |   |
| Organisational and planning  |  X  |   |
| Ability to meet children’s individual needs, including those with special educational needs  | X  |   |
| Ability to maintain confidentiality and Data Protection within and outside the workplace for pupils and staff  | X  |   |
| Display commitment to protection and safeguarding of all members of the school community  | X  |   |
| Good oral and written communication skills  |  X  |   |
| Good literacy / numeracy skills  | X  |   |
| Ability to relate well with pupils, staff, stakeholders and visitors  | X  |   |
| Effective use of ICT to support learning  |  X  |   |
| Ability to demonstrate a commitment to school’s ethos; procedures and policies including Health and Safety; Data Protection and Equal Opportunities  | X  |   |
|   |   |   |
| **PERSONAL ATTRIBUTES**   |   |   |
| Must enjoy working as part of a team  | X  |   |
| Friendly and approachable  | X  |   |
| Good sense of humour  | X  |   |
| Adaptable/flexible  | X  |   |
| Organised  | X  |   |