



Executive Head Mr Simon Harris  
Perry Common Road, Erdington, Birmingham, B23 7AT

## PERSON SPECIFICATION

**Job Title:** Teaching Assistant

**Grade:** Level 3

**Allowance:** SEN

Method of Assessment (MOA) AF = Application Form I = Interview T = Test or Exercise P = Presentation

CRITERIA	ESSENTIAL	MOA
<b>EXPERIENCE</b> (Relevant work and other experience)	1. Experience of supporting children in a classroom environment, including those with special educational needs	AF/I
	2. Experience of using Information Technology to support pupils in the classroom	AF/I
<b>SKILLS AND ABILITIES</b> (Eg Written communication skills, dealing with the public)	1. A good standard of education particularly in English and Mathematics	AF/I
	2. Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment	AF/I
	3. Knowledge of SEN Code of Practice	AF/I
	4. Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils	AF/I
	5. Ability to provide classroom cover – with agreed parameters – in the absence of the class teacher	AF/I
	6. Ability to consistently and effectively implement agreed behaviour management strategies	AF/I
	7. Ability to use language and other communication skills that pupils can understand and relate to	AF/I
	8. Ability to establish positive relationships with pupils and empathise with their needs	AF/I
	9. Ability to demonstrate active listening skills	AF/I
	10. Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task	AF/I AF/I
	11. Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes	AF/I
	12. Ability to carry out and report on systemic observations of pupils' knowledge understanding and skills	AF/I
	13. Ability to assist in the recording of lessons and assessment as required by the teacher	AF/I
	14. Ability to offer constructive feedback to pupils to reinforce self-esteem	AF/I



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	15. Ability to work effectively and supportively as a member of the school team	AF/I
	16. Ability to work within and apply all school policies e.g. behaviour management, child protection, Health and Safety, Equal Opportunities	AF/I AF/I

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE ACADEMY'S EQUAL OPPORTUNITIES POLICY**

<b>TRAINING</b>	1. Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge	AF/I
<b>EDUCATION/QUALIFICATIONS</b> NB Full regard must be paid to overseas qualifications	1. NVQ Level 3 for Teaching Assistants or equivalent	AF/I
<b>OTHER</b>	1. Willingness to maintain confidentiality on all school matters	AF/I