

INTAKE SCHOOL

Level 3 Teaching Assistant

Personal Specification

Key Areas	Method of Assessment Interview, Application Form, References
(i) Qualifications and Experience	
NVQ 3 for Teaching Assistants or equivalent qualifications or experience	Application Form, Interview
Working with or caring for children of a relevant age	Application Form, Interview
First Aid training/training as appropriate	Application Form, Interview
(ii) Knowledge and Understanding	
Basic understanding of child development and learning, how to motivate them	Application Form, Interview
Basic understanding of how to support children in literacy and numeracy	Application Form, Interview
Basic understanding of supporting children with SEN	Application Form, Interview
(iii) Skills	
Good numeracy/literacy skills	Application Form, Interview
Good presentational and ICT skills	Application Form, Interview
Ability to relate well to children and adults	Application Form, Interview
Clear and effective in meetings and discussions	Application Form, Interview
(iv) Potential Ability for Personal Development	
Respond effectively and efficiently to daily challenges	Application Form, Interview
To make decisions on the basis of sound judgement	Application Form, Interview
Have strategies to monitor and evaluate developments	Application Form, Interview
(v) Personal Qualities	
Be enthusiastic and determined	Application Form, Interview
Able to work under pressure	Application Form, Interview
Have flexibility, sensitivity and tact	Application Form, Interview
Commitment to ongoing and professional development	Application Form, Interview

References will be requested seeking information on all of the above.