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|  | **PERSON SPECIFICATION** | | | |
|  | |  |  |  |
| **Job Title:** | | Teaching Assistant Level 3 | **Job No:** |  |
|  |  | | | |
| **Grade:** | | GR3 | **Division:** |  |
|  |  | | | |
| **No of Post:** | |  | **Section:** |  |

**Method of Assessment (M.O.A.)**

A.F. = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **M.O.A.** |
| **EXPERIENCE**  (Relevant work and other experience) | Experience of supporting children in a KS1 classroom environment, including those with special educational needs  Experience of using Information Technology to support pupils in the classroom | AF/I  AF/I |
| **SKILLS AND ABILITIES**  (Eg Written communication skills, dealing with the public) | A good standard of education particularly in English and Mathematics  Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment  Knowledge of SEN Code of Practice  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  Ability to provide classroom cover – with agreed parameters – in the absence of the class teacher  Ability to consistently and effectively implement agreed behaviour management strategies  Ability to use language and other communication skills that pupils can understand and relate to  Ability to establish positive relationships with pupils and empathise with their needs  Ability to demonstrate active listening skills  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  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  Ability to carry out and report on systemic observations of pupils’ knowledge understanding and skills  Ability to assist in the recording of lessons and assessment as required by the teacher  Ability to offer constructive feedback to pupils to reinforce self-esteem  Ability to work effectively and supportively as a member of the school team  Ability to work within and apply all school policies e.g. behaviour management, child protection, Health and Safety, Equal Opportunities  An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by **Part 7 of the Immigration Act 2016** | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **TRAINING** | Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge | AF/I |
| **EDUCATION/** **QUALIFICATIONS** NB Full regard must be paid to overseas qualifications | NVQ Level 3 for Teaching Assistants or equivalent | AF/I |
| **OTHER** | Willingness to maintain confidentiality on all school matters | AF/I |
| **CONTRA INDICATION** |  |  |

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL’S**

**EQUAL OPPORTUNITIES POLICY**

COMPILED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Shortlisting/Interviewing Panel): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_