**PERSON SPECIFICATION**

**JOB TITLE: Teaching Assistant A DEPARTMENT: Education**

**GRADE: 7**

**PREPARED BY: DATE: 11th May 2022**

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| **E** | **= ESSENTIAL** | **SOURCE OF EVIDENCE - APPLICATION =** | **A** |
| **D** | **= DESIRABLE** | **TEST =**  **INTERVIEW =** | **T**  **I** |
|  | **1. EXPERIENCE, direct work experience, other relevant experience. W =** | |  |
| **E** | Experience of working in a school environment. | | **A/I** |
| **E** | Clerical / administrative duties including making resources and record keeping. | | **A/I** |
|  |  | | **A/I** |
|  | **2. KNOWLEDGE, without which the job cannot be done effectively. W =** | |  |
| **E** | Policies and practices of schools. | | **A/I/T** |
| **E** | A good understanding of National Curriculum / EYFS. | | **A/I/T** |
| **E** | A good understanding of the area of safeguarding within schools and own role within that area. | | **A/I** |
| **E** | A good understanding of child development. | | **A/I** |
| **D** | A good understanding of SEN e.g. a knowledge of common conditions e.g. Autism and of common approaches to ensure pupils make progress. | | **A/I** |
|  |  | |  |
|  | **3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train. W =** | |  |
| **E** | Basic ICT skills. | | **A/I** |
| **E** | Good communication skills – able to adapt them appropriately including using Makaton. | | **A/I** |
| **E** | Understanding of positive behaviour management strategies and willingness to undertake PROACT SCIP UK® training and refreshers as required. | | **A/I** |
|  |  | | **A/I** |
|  | **4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given. W =** | |  |
| **E** | NVQ Level 3 or equivalent or specific experience. | | **A/I** |
| **D** | Ability and qualification to drive minibus / carry out lifeguard duties. | | **A/I** |
| **E** | English and Maths GCSE or equivalent. | | **A/I** |
| **D** | First Aid certificate or equivalent. | | **A/I** |
| **D** | May require relevant certifications including evidence of fluency in English Language | | **A/I** |
|  |  | |  |
|  | **5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.**  **W =** | |  |
| **E** | Good relationship with pupils – acting as a role model. | | **A/I** |
| **E** | Good team player. | | **A/I** |
| **E** | Confidence and ability to lead a class for short periods in the absence of the teacher as required | | **A/I** |
| **E** | Ability to mentor any new Teaching Assistants as requested by the Headteacher. | | **A/I** |
| **E** | Flexibility e.g. being prepared to work / cover in any area of the school as required. | | **A/I** |
|  |  | | **A/I** |
|  | **6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc. W =** | | **A/I** |
|  |  | |  |
|  | **CONTRA INDICATIONS, if any W =** | |  |
|  |  | | **A/I** |