

Lancashire County Council

Person specification form		
Job title: Teaching Assistant - Level 3	Grade: 6	
Directorate: Children and Young People		
Establishment or team: Sir John Thursby Community College		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications		
NVQ level 3 qualification (or equivalent)	E	
Level 2 or equivalent qualification in English / Literacy and Mathematics / Numeracy	D	
Experience		
Experience of working with children	E	
Experience of working in a relevant classroom/service environment	E	
Experience of Administrative work	D	
Experience of supporting pupils with challenging behaviour	D	
Knowledge, skills and abilities		
Ability to relate well to children	E	
Ability to work as part of a team	E	
Good communication skills	E	
Ability to relate well to parents/carers	E	
Ability to supervise and assist pupils	E	
Time management skills	D	
Organisational skills	E	
Knowledge of classroom roles and responsibilities	E	
Knowledge of the concept of confidentiality	E	
First Aid Certificate	D	
Administrative skills	D	
Knowledge of National curriculum	E	
Knowledge of numeracy and literacy strategies	E	
Ability to make effective use of ICT	E	
Ability to assess children's development	E	
Ability to plan and deliver work programmes	E	
Flexible attitude to work	E	

Other (including special requirements) 1. Commitment to safeguarding and protecting the welfare of children and young people 2. Commitment to equality and diversity 3. Commitment to health and safety 4. Commitment to attendance at work 5. Commitment to undertake in-service development	E E E E E	
Prepared by: T. Collinge Date: March 2019		
Note: We will always consider your references before confirming a job offer in writing.		