



**Teaching Assistant Person Specification
Grade 2 (SCP 1 – 3)**

Criteria	Essential	Desirable
Qualifications		
1. NVQ 2 for Teaching Assistants or equivalent qualifications or experience.	√	
2. GCSE English and Maths 9 – 4 (A – C) or equivalent.	√	
3. Current First Aid certificate.		√
Experience		
1. Working with or caring for children of a relevant age.	√	
Knowledge		
1. Ability to read and understand instructions.	√	
2. Ability to complete basic paperwork.	√	
3. Basic knowledge of first aid.	√	
4. Understanding of relevant policies/code of practice and awareness of relevant legislation.	√	
5. General understanding of national/ foundation stage curriculum and other basic learning programmes / strategies.	√	
6. Basic understanding of child development and learning.	√	
7. Training in relevant learning strategies.		√
Skills		
1. Good numeracy/ literacy skills.	√	
2. Ability to recognise and report problems.	√	
3. Ability to ability to assist teacher in creating a positive learning environment.	√	
4. Assist teacher with information gathering and resources as appropriate.	√	
5. Effective use of ICT to support learning.	√	
6. Use of other equipment technology e.g. photocopier.	√	
7. Ability to self-evaluate learning needs and actively seek learning opportunities.	√	
8. Display commitment to protection and safeguarding of children and young people.	√	
Interpersonal and Communication Skills		

1. Caring skills - Sensitivity to pupils' needs.	√	
2. Ability to advise and guide pupils on the best way to handle situations under the teacher's direction.	√	
3. Ability to communicate clearly.	√	
4. Ability to encourage participation and give feedback to pupils.	√	
5. Ability to maintain appropriate level of confidentiality.	√	
6. Excellent inter-personal skills and ability to relate well to children and adults.	√	
7. Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.	√	
Physical Skills		
1. Ability to use keyboard and mouse.	√	
2. Use of guillotine, craft knives, glue gun etc when displaying work or assisting pupils in practical lessons.	√	
3. Help pupils to use tools and equipment as required to support learning.	√	
Level of Autonomy		
1. Work is covered by set policies and procedures.	√	
2. Grade 2 Teaching Assistants work under the guidance of the teacher or more senior Teaching Assistant/Higher Level Teaching Assistant.	√	
3. Able to work with small groups of pupils when carrying out specific tasks or on field trips etc	√	
4. Able to supervise larger numbers of pupils during break/lunchtime.	√	
5. Able to make decisions on when to refer queries/problems to another member of staff.	√	

The Willows Primary School is an Orwell Multi Academy Trust Academy and we are committed to safeguarding and promoting the welfare of children. We expect all staff and volunteers to share this commitment and will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks