



The Vale Federation of Schools

Person Specification

Inspire, Enable, Achieve

School Name:	Booker Park Primary School Stocklake Park Secondary School
Post:	Teaching Assistant Range 1

Factors	Essential	Desirable	Assessment Method
Qualifications		NVQ 2/3 for Teaching Assistants or equivalent qualifications or experience Training in the relevant learning strategies e.g. literacy An English and Maths GCSE grade C or above, or equivalent Completion of DfES Teacher Assistant Induction Programme SEN training Paediatric Manual Handling training First Aid training Managing Medicines training	Certificates at interview
Experience	Experience of working with children and young people	Experience of working within a school environment Experience of working with children and young people with special educational needs Experience of administering medication to children and young people	Application form References Interview
Skills and abilities	Good communication skills with adults, children and young	Knowledge of signing Use of other equipment	Application form Interview

	<p>adults</p> <p>The ability to liaise with other professionals in order to carry out recommendations required</p> <p>Good working knowledge of ICT and to be able to use ICT effectively to support learning</p> <p>Good literacy and numeracy skills</p> <p>Good written and spoken English</p>	<p>technology – whiteboard, dvd player, photocopier, laminator</p> <p>Understanding of relevant policies/codes of practice and awareness of relevant legislation</p> <p>General understanding of national/foundation stage curriculum and other basic learning programmes/strategies</p> <p>Basic understanding of child development and learning</p>	
People skills	<p>Working constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</p> <p>Ability to follow directions and take own initiative</p> <p>Flexible, adaptable and supportive</p>		<p>Application form</p> <p>References</p> <p>Interview</p>
Other personal qualities	<p>Common sense</p> <p>Calm, caring and patient approach</p> <p>A commitment to safeguarding and promoting the welfare of children and young people</p> <p>Willingness to learn</p>	<p>Ability to self-evaluate learning needs and actively seek learning opportunities</p>	<p>References</p> <p>Interview</p>

The Vale Federation of Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff, workers and volunteers to share this commitment.

An Enhanced Disclosure & Barring check will be required from the successful candidate.

The successful candidate will be required to provide suitable references.