

## CJS – Teaching Assistant Person Specification

### POST: Teaching Assistant

FACTOR	ESSENTIAL	DESIRABLE	ASCERTAINED BY
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>Level 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held)</li> <li>GCSEs at grades 9 to 4 (A* to C) including English and Maths</li> <li>At least 1 year of experience of working with children in a primary school setting</li> <li>Experience of leading small group and individual teaching and learning activities (under supervision)</li> </ul>	<ul style="list-style-type: none"> <li>Degree linked to core curriculum subject</li> <li>Higher level qualifications (A level equivalent) in English and/or Maths</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Documentary Evidence</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>Good literacy and numeracy skills</li> <li>Good organisational skills</li> <li>Ability to build effective working relationships with pupils and adults</li> <li>Skills and expertise in understanding the needs of all pupils</li> <li>Knowledge of how to help adapt and deliver support to meet individual needs</li> <li>Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li> <li>Excellent verbal communication skills</li> <li>Active listening skills</li> <li>The ability to remain calm in stressful situations</li> <li>Knowledge of guidance and requirements around safeguarding children</li> <li>Good ICT skills, particularly using ICT to support learning</li> <li>Understanding of roles and responsibilities within the classroom and whole school context</li> <li>Understanding of effective teaching methods</li> <li>Knowledge of how to successfully lead learning activities for a group of children</li> </ul>	<ul style="list-style-type: none"> <li>Expertise in one of the core areas of the curriculum</li> <li>Experience of delivering phonics teaching to groups of pupils</li> </ul>	<ul style="list-style-type: none"> <li>References</li> <li>Lesson Observation</li> <li>Interview</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Enjoyment of working with children</li> <li>Sensitivity and understanding, to help build good relationships with pupils</li> <li>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>Commitment to maintaining confidentiality at all times</li> <li>Commitment to safeguarding pupil's wellbeing and equality</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>References</li> </ul>

<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Passionate about enabling children to reach their full potential</li> <li>• Displays warmth, care and sensitivity in dealing with children and adults</li> <li>• Open minded, self evaluative and adaptable to changing circumstances and new ideas</li> <li>• Able to enthuse and reflect upon experience</li> <li>• Willingness to be involved in the wider life of the school</li> <li>• Ability to prioritise</li> <li>• Excellent interpersonal/communication skills</li> <li>• When all the above fail, to maintain good sense of humour, a willingness to learn and the will to continue to strive for excellence</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• References</li> <li>• Interview</li> </ul>
<b>SPECIAL REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Disclosure and Barring Scheme clearance is essential</li> <li>• A good health and attendance record.</li> <li>• Willingness to comply with all school policies relating to Health, Safety and wellbeing</li> </ul>		<ul style="list-style-type: none"> <li>• Documentary Evidence</li> <li>• Application</li> <li>• Interview</li> </ul>