



ASTON ALL SAINTS CofE PRIMARY SCHOOL
Person Specification – Teaching Assistant DSAT Grade 4

Personal Skills Characteristics	Essential	Desirable	Method of Assessment	Shortlisting Criteria
1. <u>Experience</u> Working with or caring for children of a relevant age to those in the School.	✓		AF/I	✓
Basic understanding of a child's development and learning.	✓		AF/I	✓
Understanding of the relevant policies/codes of practice/and awareness of relevant legalisation (define) in the context of your role.		✓	AF/I	
Awareness and understanding of SEND Code of Practice		✓	AF/I	
General understanding of national/foundation stage curriculum and other relevant learning programmes/strategies.	✓		AF/I	✓
Experience of phonics in EYFS / KS1		✓	AF/I	
Knowledge of early reading	✓		AF/I	✓
Experience of working in a school setting in a classroom environment	✓		AF/I	✓
Experience of delivering SEN interventions and learning support		✓	AF/I	
Experience of the assessment cycle and monitoring progress		✓	AF/I	
Experience of providing PPA/Absence Cover		✓	AF/I	
2. <u>Qualifications and Training</u> NVQ3 for Teaching Assistants or equivalent qualification or experience.	✓		I/CQ/R	✓
Good numeracy/literacy skills equivalent to L2 Literacy and Numeracy or GSCE English and Maths Grade C+ or equivalent	✓		AF/I/CQ/R	✓
Willingness to undertake training in relevant learning strategies.	✓		AF/I	
First Aid at Work Certificate.		✓	CQ	
3. <u>Special Skills and Knowledge</u> To build effective working relationships with pupils and colleagues and able to work as part of a team	✓		I	
Effective use of ICT to support learning	✓		AF/I	
To work constructively as part of a team	✓		I	
Understanding classroom roles and responsibilities and your own position within these.	✓		I	
To promote positive ethos and good role model.	✓		AF/I	





To liaise sensitively and effectively with parents and carers, recognise your role in pupils holistic development		✓	AF/I	
Understanding of inclusion and how it applies in a school setting.	✓		AF/I	
To constantly improve own practice/knowledge through self evaluation and learning from others.	✓		AF/I	
4. <u>Personal Qualities</u>				
An understanding of and commitment to equal opportunities issues both within the workplace and the community in general.	✓		I	
Conscientious, honest and reliable.	✓		I/R	
A commitment to safeguarding and promoting the welfare of children.	✓		I/R	
To understand that confidentiality is an essential requirement of working in a school	✓		AF/I	
5. <u>Personal Circumstances</u>				
To work flexibly as the workload demands.	✓		I/R	
A criminal record check at enhanced level.	✓		DBS	
Occasional out of hours working to support the school.	✓		I/R	
6. <u>Physical Requirements</u>				
No serious health problem which is likely to impact upon job performance; (that is, one that cannot be accommodated by reasonable adjustments);	✓		I/R	
Good sickness/attendance record in current/previous employment, college or school as appropriate, (not including absences resulting from disability)	✓		I/R	

Key: AF - Application Form I – Interview R – References CQ – Certificate of Qualification DBS – Disclosure Barring Service

There will be an expectation that you will bring along certificates as proof of your qualifications to the interview

This specification has been prepared in accordance with the requirements of the Council's Equal Opportunities in Employment Policy. We undertake to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.

In the event of a large number of applicants meeting the essential criteria, desirable criteria or occupational testing may be used as a further shortlisting tool. Disabled applicants who meet the essential shortlisting criteria will be guaranteed an interview.