**Children and Young People’s Human Resources**

**Person Specifications for the Post of:**

 **Teaching Assistant – Level 1**

|  |  |
| --- | --- |
| Minimum Essential | Method of Assessment |
| Skills /Knowledge |  |
| Ability to relate well to children and adults | Interview |
| Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these | Interview |
| Use basic technology – computer, video, photocopier | Interview |
| Has speaking and listening skills to extend language in discussion | Interview |
| Can manage the behaviour of pupils in a reasonable manner | Application Form, Interview |
| Has a caring positive attitude towards pupils welfare | Interview |
| Has an awareness of pupils with special educational needs | interview |
| Can maintain trust and confidentiality where appropriate | Interview |
| Can assist the school in forming a partnership with parents | Application Form, Interview |
| Has sufficient practical and organisational skills to contribute to the preparation and management of educational resources | Application Form, Interview |
| Appropriate knowledge of first aid | Interview |
| Can complete and maintain pupils records | Interview |
| **Experience, qualifications, and training (if any)** |  |
| First aid training as appropriate | Application Form |
| Working with or caring for children of relevant age | Application Form, Interview |
| Completion of DfES Teacher Assistant Induction Programme | Application Form |
| Good numeracy/literacy skills | Application Form, Interview |
| Work related circumstances |  |
| Can allocate some contractual time to after school staff meetings when appropriate | Application Form, Interview |
| Can allocate some contractual time to the whole of, or part of, staff training days when appropriate | Application Form, Interview |
| Can maintain personal presentation that sets high standards for the pupils | Application Form, Interview |
| Can work within the spirit of City Council and School Policies to do with Equal opportunities, Child Protection, Health & Safety, Finance, Smoking etc. | Application Form, Interview |

G:\PERSONNEL\PERSONEL\PJT\JOB DESCRIPTIONS\PERSON SPEC TEACHING ASSISTANTS.DOC March 4, 2021 12:36 PM