

Greystones Primary School

Person Specification



Job Title	Teaching Assistant – Level 2 / 3
Date Issued	December 2023

Details		Essential	Desirable
Qualifications			
1	NVQ Level 2 or equivalent qualification in area or field of work	✓	
2	Excellent Literacy and Numeracy skills equivalent to NVQ Level 2 in English and Maths	✓	
3	First Aid At Work or Paediatric First Aid		✓
4	Completion of Teaching Assistant Induction Programme		✓
Experience			
5	Experience in the discipline of the role	✓	
6	Experience of working with primary school age pupils	✓	
7	Experience in planning, preparing and delivering learning interventions		✓
8	Experience in working successfully within a team	✓	
9	Has experience in supporting children with Special Educational Needs		✓
10	Can manage the behaviour of pupils in a reasonable manner	✓	
11	Has experience in using ICT to support communication, planning, learning and record keeping.	✓	
Knowledge			
12	Full working knowledge of relevant policies and codes of practice	✓	
13	Awareness of relevant legislation	✓	
14	Working knowledge of effective teaching and learning	✓	
15	Has an understanding of child development, learning and barriers to learning.	✓	
16	General understanding of safeguarding processes and protocols	✓	
17	General knowledge and understanding of the national curriculum and intervention programs	✓	
Skills			
18	Clear recording of data, and maintenance of children's records	✓	
19	Has a caring positive attitude towards the welfare of pupils	✓	
20	Has speaking and listening skills to extend language in discussion	✓	
21	Effective use of ICT with experience of working within a Microsoft Windows 10 environment and using Microsoft Office / Office 365 and other database platforms	✓	
22	Effective use of other specialist equipment and resources		✓
23	Effective planning and prioritising of work to meet deadlines and targets	✓	
24	Ability to act on own initiative and be well organised	✓	

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25	Effective practical and organisational skills to contribute to the preparation and management of educational resources	✓	
26	Ability to work constructively both as part of a team and independently; understanding classroom roles and responsibilities and how their role fits within these	✓	
27	Can assist in developing effective working partnerships with pupils and their families, through motivation, support and development of a wide range of strategies to meet the pupil needs		✓
28	Ability to self-evaluate own learning needs and actively seek learning opportunities		✓
29	Display commitment to the protection and safeguarding of children and young people	✓	
30	Able to maintain trust and confidentiality	✓	
Work Related Circumstances			
31	Can allocate some contractual time to after school staff meetings when appropriate	✓	
32	Can allocate some contractual time to the whole of, or part of, staff training days when appropriate	✓	
33	Can maintain personal presentation that sets high standards for the pupils	✓	
34	Can work within the spirit of City Council and School Policies to do with Equal opportunities, Child Protection, Health & Safety, Finance, Smoking etc.	✓	