

June 2023

PERSON SPECIFICATION

Job Title: Teaching Assistant Level 3  
Grade: GR3

Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise;

CRITERIA	ESSENTIAL	M.O.A.
EXPERIENCE (Relevant work and other experience)	Experience of supporting children in a KS2 classroom environment, including those with special educational needs	AF/I/T
	Experience of using Information Technology to support pupils in the classroom	AF/I
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	A good standard of education particularly in English and Mathematics	AF/I/T
	Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment	AF/I
	Knowledge of SEN Code of Practice	AF/I
	Knowledge of strategies to recognise and reward efforts and achievements towards self reliance that are appropriate to the age and development stage of the pupils	AF/I
	Ability to provide classroom cover – with agreed parameters – in the absence of the class teacher	AF/I
	Ability to consistently and effectively implement agreed behaviour management strategies	AF/I
	Ability to use language and other communication skills that pupils can understand and relate to	AF/I
	Ability to establish positive relationships with pupils based on mutual respect and empathise with their needs	AF/I
	Ability to demonstrate active listening skills	AF/I
	Ability to carry out and report on systemic observations of pupils' knowledge understanding and skills	AF/I
Ability to assist in the recording of lessons and assessment as required by the teacher	AF/I	

	Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils needs, encouraging the pupils to stay on task	AF/I/T
	Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities agreed with the teacher to achieve the intended learning outcomes	AF/I
	Ability to offer constructive feedback to pupils to reinforce self-esteem	AF/I/T
	Ability to work effectively and supportively as a member of the school team	AF/I
	Ability to work within and apply all school policies e.g. behaviour management, child protection, Health and Safety, Equal Opportunities	AF/I
	Have high expectations and a commitment to raising standards	AF/I
	Demonstrate he/she positively promotes the welfare and the safety of children and has the ability to maintain appropriate relationships with children	AF/I
	Clear indication he/she is suitable to work with children	AF/I
	An ability to fulfil all spoken aspects of the role with confidence through the medium of English	AF/I
TRAINING	Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge	AF/I
EDUCATION/ QUALIFICATIONS NB Full regard must be paid to overseas qualifications	NVQ Level 3 for Teaching Assistants or equivalent	AF/I
OTHER	Willingness to maintain confidentiality on all school matters	AF/I
	Good attendance, health and punctuality	AF/I