

Longlevens Junior School Teaching Assistant Person Specification

	Essential	Desirable	Evidence
Qualifications and experience	<ul style="list-style-type: none"> • Previous experience working with children. • Education to secondary school level at least. • Knowledge and understanding of child development and children's and families' needs. 	<ul style="list-style-type: none"> • Previous experience working in a school setting. • Relevant qualification with regard to working with children, such as NVQ 3. 	A, I, D
Organisation	<ul style="list-style-type: none"> • Ability to plan and organise. • Ability to recognise and identify problems. • Ability to record and pass on information accurately. 	<ul style="list-style-type: none"> • Ability to cope with many roles/ responsibilities. • Understanding of the importance of parental involvement. 	A, I, R
Special skills and interests	<ul style="list-style-type: none"> • Ability to encourage and enable others to develop their full potential. 	<ul style="list-style-type: none"> • First aid, music, arts and crafts, computing. • Any extra interests related to childcare. 	A, I
Disposition and attitudes	<ul style="list-style-type: none"> • Ability to build relationships and to lead and work as part of a team. • A friendly, helpful, caring and flexible approach. • Open-mindedness and patience. • A commitment to equal opportunities. • Ability to maintain confidentiality in all school matters. 	<ul style="list-style-type: none"> • High levels of self-confidence. • Ability to relate well to other professionals. 	I, R
Physical attributes and other circumstances	<ul style="list-style-type: none"> • Ability to physically fulfil the responsibilities of the post. • Willingness and ability to attend appropriate meetings and training. • Reasonable personal presentation. • Excellent punctuality. 	<ul style="list-style-type: none"> • Flexible approach. 	I, R

Evidence

A = Assessed at application

I = Assessed at interview

R = Assessed through references

D = Assessed through supporting documents at interview