Betty Layward Primary School

Person Specification: Teaching Assistant/Learning Support Assistant

Criteria	Essential	Desirable	How assessed
Qualifications			
GCSE grade 4/C or above in English and maths, or equivalent		✓	Application, certificates
Competence in ICT or a willingness to learn	✓		Application
First aid qualification, or a willingness to train		✓	Application, certificates
Any recognised qualification in child development or in supporting teaching and learning		✓	Application, certificates
Experience			
Experience of support work in an inner-city multicultural school	✓		Application, interview
Experience of helping to deliver teaching programmes under the direction of qualified teachers in Early Years/Key Stage 1/Key Stage 2	✓		Application, interview
Experience of supporting pupils with special educational needs and disabilities (SEND)	✓		Application, interview
Experience of supporting pupils with speech, language and communication needs	✓		Application, interview
Experience of delivering structured interventions with individuals or small groups, e.g. phonics, early reading or maths		✓	Application, interview
Knowledge			
Basic understanding of child development and learning	✓		Application, interview
Understanding of positive behaviour management strategies	✓		Interview
Training in relevant learning strategies, e.g. phonics and early reading		✓	Application
Understanding of relevant policies and codes of practice and awareness of relevant legislation and statutory guidance, e.g. Keeping Children Safe in Education		✓	Application, interview
General understanding of the National Curriculum, the Early Years Foundation Stage and other basic learning programmes and strategies		✓	Application, interview
Skills			
Excellent numeracy and literacy skills	✓		Application, interview
Effective use of ICT to support learning	✓		Application, interview

Criteria	Essential	Desirable	How assessed
Use of other equipment and technology, e.g. tablets, interactive screens, photocopier	✓		Application
Ability to relate well to children and adults	✓		Interview, references
Ability to establish a good rapport with children from a broad range of languages and cultures	✓		Interview
Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓		Interview, references
Ability to use your own initiative while working under the direction of the teacher	✓		Interview, references
Imagination and the ability to make and adapt resources	✓		Application, interview
Ability to self-evaluate learning needs and actively seek learning opportunities	✓		Application, interview
Personal qualities			
Commitment to safeguarding and promoting the welfare of children and young people	✓		Application, interview, references
Commitment to inclusion and equality of opportunity	✓		Application, interview
Reliable, punctual and flexible	✓		References
Understanding of the need for confidentiality	✓		Interview, references

Person Specification: Mid-Day Meals Supervisor

Criteria	Essential	Desirable	How assessed
Qualifications			
No formal qualifications are required			
First aid qualification, or a willingness to train		✓	Application, certificates
Experience			
Working with or caring for pupils of the relevant age	✓		Application, interview
Experience of working in a school		✓	Application
Knowledge			
Understanding of relevant policies and codes of practice and awareness of relevant legislation	✓		Application, interview
Commitment to and understanding of equality of opportunity	✓		Application, interview
Basic understanding of child development and learning		✓	Application, interview
Understanding of how play supports children's development		✓	Interview
Awareness of allergies and special dietary needs, or a willingness to train		✓	Interview
Skills			
Good numeracy, literacy and communication skills	✓		Application, interview
Confidence in working with children, promoting positive behaviour and motivation	✓		Interview
Ability to relate well to pupils and adults	✓		Interview, references
Ability to organise and join in games and outdoor play in all weathers	✓		Interview
Ability to follow instructions and to use your own initiative when needed	✓		Interview, references
Ability to work constructively as part of a team, understanding roles and responsibilities at lunchtime and your own position within these	✓		Interview, references
Personal qualities			
Commitment to safeguarding and promoting the welfare of children and young people	✓		Application, interview, references
Reliable and punctual	✓		References
Understanding of the need for confidentiality	✓		Interview, references
Willingness to take part in training	✓		Interview

Both parts of this post involve regulated activity with children. The successful candidate will be subject to an enhanced DBS check with a check of the children's barred list.