

ROTHERHAM METROPOLITAN BOROUGH COUNCIL



Person Specification

Post: Teaching Assistant – SCP 4

Service: Sitwell Infant School

Personal Skills Characteristics	Essential	Desirable	Method of Assessment (List Code Below)	Shortlisting Criteria
1. <u>Experience</u>				
(a) NVQ Level 2 for Teaching Assistants or equivalent qualification or experience	✓		AF/I	✓
(b) NVQ Level 3 for Teaching Assistants		✓	AF/I	✓
(c) Experience as a level 2 Teaching Assistant with evidence of INSET undertaken		✓	AF/CQ/R	✓
(d) Experience of working with children with SEND/challenging behaviour		✓	AF/I	✓
2. <u>Qualifications and Training</u>				
(a) GCSE passes in Maths and English Grade C or above or equivalent qualifications or experience		✓	AF/CQ	✓
(b) Appropriate First Aid training		✓	AF/CQ	
3. <u>Special Skills knowledge</u>				
(a) General understanding of KS1/Foundation Stage curriculum	✓		AF/I	✓
(b) Basic understanding of child development and learning	✓		AF/I	✓
(c) Awareness of policies and procedures relating to child protection, health & safety, security, confidentiality and data protection	✓		AF/I	
(d) Basic knowledge and understanding of Health & Safety issues, and ability to identify risks within personal sphere of work	✓		AF/I	✓
(e) Ability to make simple decisions, in line with agreed procedure/policies e.g. prioritisation of work, appropriate release of sensitive information	✓		AF/I	
(f) Ability to communicate information in a clear and logical manner	✓		AF/I	✓
(g) Ability to use ICT effectively	✓		AF	✓
(h) Ability to update assessments and Individual Education Plans		✓	AF	
(i) Willing to take an active involvement in medium term planning		✓	AF/I	
(j) A commitment to safeguarding and promoting the welfare of children and young people	✓		AF/I	✓

Personal Skills Characteristics	Essential	Desirable	Method of Assessment (List Code Below)	Shortlisting Criteria
(k) Works flexibly to get the job done on time, and ensures work is carried out to quality standards	✓		I	
4. <u>Personal Qualities</u>				
(a) Conscientious, honest and reliable, approachable, friendly, sense of humour, well-organised, demonstrates initiative	✓		I/R	
(b) Good sickness/attendance record in current/previous employment (not including absences resulting from disabilities)	✓		I/R	
(c) Proactive and positive approach to dealing with people both internal and external and work colleagues	✓		I	
(d) Positive and constructive approach to team working	✓		AF/I/R	✓
(e) An understanding of and commitment to equal opportunities issues both within the workplace and the community in general	✓		AF/I	
5. <u>Physical Requirements</u>				
(a) No serious health problem which is likely to impact upon job performance; (that is, one that cannot be accommodated by reasonable adjustments);	✓		I, R	
(b) Good sickness/attendance record in current/previous employment, college or school as appropriate, (not including absences resulting from disability);	✓		I, R	

Key: AF – Application Form, I – Interview, CQ – Certificate of Qualification, R – References

This specification has been prepared in accordance with the requirements of the Council's Equal Opportunities in Employment Policy.

We undertake to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.

Specification completed byKirstey Peart

DesignationHeadteacher

Date7th August 2024