

**Children and Young People's Human Resources**  
**Person Specification for post of:**  
**Senior Teaching Assistant – Level 3**  
**Senior Teaching Assistant – Level 3 (Cover)**

<b>Minimum Essential</b>	<b>Method of Assessment</b>
<b>Skills /Knowledge</b>	
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	Application Form, Interview
Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies	Interview
Understanding of principles of child development and learning processes	Interview
Ability to self-evaluate learning needs and actively seek learning opportunities	Interview
Ability to relate well to children and adults	Interview
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	Interview
Can use ICT effectively to support learning	Interview, Reference, Application Form
Use of other equipment technology – digital camera, video, photocopier	Interview
Has sound speaking and listening skills to extend language in discussion	Interview
Can plan, implement and evaluate learning activities	Interview
Has experience of pupil assessment	Interview, Reference, Application Form
Can manage the behaviour of pupils in a reasonable manner	Interview
Has a caring positive attitude towards pupils welfare	Interview
Has an awareness of pupils with special educational needs	interview
Can maintain trust and confidentiality where appropriate	Interview
Can assist the school in forming a partnership with parents	Application Form, Interview
Has sufficient practical and organisational skills to contribute to the preparation and management of educational resources	Application Form, Interview
Can complete and maintain pupils records	Interview
<b>Experience, qualifications, and training (if any)</b>	
Appropriate qualification for Nursery setting (if working with early years)	Application Form
NVQ3 for Teaching Assistants or equivalent qualification or experience	Application Form
Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.	Application Form
Appropriate first aid training	Application Form
Experience working with children of relevant age	Application Form, Interview
<b>Work related circumstances</b>	
Can allocate some contractual time to after school staff meetings when appropriate	Application Form, Interview
Can allocate some contractual time to the whole of, or part of, staff training days when appropriate	Application Form, Interview
Can maintain personal presentation that sets high standards for the pupils	Application Form, Interview
Can work within the spirit of City Council and School Policies to do with Equal opportunities, Child Protection, Health & Safety, Finance, Smoking etc.	Application Form, Interview