

# Person Specification – Teaching Assistant

Skills and Knowledge		Level	Assess by:	
<u>Attainable</u>	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time	<b>D</b>	<b>E</b>	<b>A</b> Application <b>I</b> Interview <b>T</b> Testing <b>R</b> Reference
<u>Desirable</u>	Applications will be preferred from candidates with the denoted qualifications or experience			
<u>Essential</u>	Applicants without the denoted qualifications or experience will not be considered for this role			
<b>Qualifications</b>	NVQ2 for Teaching Assistants or equivalent qualifications or experience	<b>X</b>		<b>A</b>
<b>Skills / Experience</b>	Significant experience of working with individuals and groups of children in a classroom setting		<b>X</b>	<b>A</b>
Competencies		Level	Assess by:	
<u>Awareness</u>	Demonstrable aptitude and ability to develop in the particular work area	<b>S</b>	<b>E</b>	<b>A</b> Application <b>I</b> Interview <b>T</b> Testing <b>R</b> Reference
<u>Significant</u>	Clear competence in the work element sufficient for all role requirements			
<u>Extensive</u>	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			
<b>Planning and organising work</b>	Working with the teacher to ensure preparations are made within the classroom for all learning activities on a daily and weekly basis	<b>X</b>		<b>I,R</b>
<b>Planning capacity and resources</b>	Ensuring adequate resources are available for planned activities	<b>X</b>		<b>I,R</b>
<b>Influencing and interpersonal skills</b>	Encouraging inclusivity and engagement with all learning activities	<b>X</b>		<b>I,R</b>
	Ensuring that all communications are tailored to suit the individual child	<b>X</b>		<b>I,R</b>
<b>Using initiative</b>	Dealing with day to day problems and issues in a confident and creative manner		<b>X</b>	<b>I,R</b>
<b>Working independently</b>	Able to manage individuals and small groups of learners independently during the school day		<b>X</b>	<b>I,R</b>
<b>Managing people</b>	Working co-operatively with class colleagues		<b>X</b>	<b>I,R</b>
<b>Managing resources</b>	Keeping accurate records when required	<b>X</b>		<b>I,R</b>
	Use and safekeeping of classroom equipment		<b>X</b>	<b>I,R</b>
<b>Managing risk</b>	Full working knowledge of relevant policies and practices in relation to health and safety, safeguarding, child protection.	<b>X</b>		<b>I,R</b>
<b>Managing oneself</b>	Awareness of opportunities for professional self-improvement		<b>X</b>	<b>I,R</b>