

## Person Specification – Teaching Assistant

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