# PERSON SPECIFICATION

# Teaching Assistant - Full Time Reception Class

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|  | Minimum Essential Requirements | Method of Assessment |
| 1. | Work-related skills/knowledge |  |
|  | Knowledge of childcare and development of children, specifically Early Years and the teaching of Phonics and Early Reading | Application Form/Interview |
|  | Understanding of child protection/Safeguarding procedures | Application Form/Interview |
|  | Understanding of equal opportunities | Application Form/Interview |
|  | Understanding of health and safety issues | Application Form/Interview |
|  | Ability to relate well to children | Interview |
|  | Ability to work in small groups with children or work one to one with a child | Application Form/Interview |
|  | Ability to deliver activities appropriate to the age of the child | Application Form/Interview |
|  | Ability to work as part of a team | Application Form/Interview |
|  | Ability to establish and maintain effective relationships | Application Form |
|  | Ability to work flexibly | Interview |
|  | Maintain the procedures and guidelines in place in the school | Interview |
| 2. | **Experience, Education & Qualifications** |  |
|  | NVQ Level 2 / 3 Teaching Assistant Qualification | Application Form |
|  | Specialist Early Years Qualification | Preferable but not essential – Application Form |
| 3. | Other Requirements |  |
|  | Good verbal and written communication skills | Application Form /Interview |
|  | Commitment to providing a high quality service | Interview |
|  | Ability to use own initiative, and the ability to get things done | Application Form/Interview |
|  | Confidence to consult others when necessary | Application Form/Interview |
|  | Personal commitment, flexibility and integrity | Interview |