

**Person Specification**

**Teaching Assistant Grade 3**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **APPLICATION** | * Completed application form * Well-structured supporting statement indicating suitability for the post. This should include practical examples of successes within a school context (No longer than two sides of A4 please) * Fully supported in reference |  | REFERENCE  LETTER |
| **QUALIFICATIONS AND TRAINING** | * NNEB, NVQ 3 or CACHE level 3 or BTEC Level 3 or equivalent qualification in a relevant discipline  5 GCSE’s including Maths and English, grades A-C | * Current first aid certificate or willingness to undergo training for this qualification | APPLICATION FORM  CERTIFICATES |
| **SAFEGUARDING** | * Successful enhanced DBS Disclosure * Demonstrate a secure knowledge of child protection procedures |  | LETTER  DBS CERT  INTERVIEW |
| **EXPERIENCE** | * Current experience of working within a school environment * Demonstrate high standards of classroom practice * Current experience of planning and evaluating learning experiences * Experience of working with children with a range of needs * Involvement in planning and delivering programmes of learning for individuals, groups and whole classes * Experience of working in an Early Years setting | * Additional experience/qualification in a curriculum area, e.g. sports, music, ICT, MFL | APPLICATION FORM  LETTER  INTERVIEW  REFERENCE |
| **SKILLS, KNOWLEDGE AND APTITUDE** | * Ability to establish professional relationships and to take an active role within a team * Ability to use initiative and resolve problems as they arise * Good written and oral communication skills * Enthusiasm and ability to use initiative * Ability to contribute to meetings and liaise with other agencies * Excellent ICT skills for organisation and to support teaching and learning * A willingness to work co-operatively with a wide range of professionals * Willingness to undertake further appropriate training as required by Senior Management Team * Ability to work within the LA and school’s policies and guidelines. | * Ability to work with whole classes. | APPLICATION FORM  LETTER  INTERVIEW  REFERENCE |
| **PERSONAL ATTRIBUTES** | * Approachable manner, reliable, conscientious, articulate * Sensitive to the needs of vulnerable children and their parents * Commitment to achieve high standards and to continuing personal and professional development * High level of confidentiality and discretion * Enthusiasm, drive and flexibility * Calm and positive approach * Willingness to get involved in all aspects of school life | * Willingness to further develop professional knowledge and understanding | APPLICATION FORM  LETTER  INTERVIEW  REFERENCE |