**Roseberry Primary and Nursery School**

Teaching Assistant – Grade 3

Job description

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|  | **Essential** | **Desirable** | **Evidence** |
| **Application** | * Fully completed application form
* Fully supported by references
 |  | * Application form
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| **Qualifications/****Attainments** | * A teaching assistant qualification at NVQ Level 3 (or equivalent)
* Understanding of child development
* Good numeracy/literacy skills
 | * A valid First Aid Certificate
* Any further qualifications
 | * Application form
* References
* Certificates
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| **Experience** | * Experience of working with young children
* Experience of working under teacher direction to enable pupils to make progress
* Experience of evaluating learning activities through observation
* Contributing to planning programmes of learning for individuals, groups and whole class
* Experience of supporting pupils with SEND
 | * Understanding of equal opportunities
* Experience of working across all primary key stages
* Experience of dealing with the public
 | * Application form
* References
* Interview
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| **Skills, Knowledge and Aptitude** | * Ability to relate well with children and adults
* Ability to work independently with an individual child
* Excellent behaviour management skills
* Ability to use initiative when required
* Ability to work as a member of a team
* Knowledge and understanding of phonics
* Good communication skills – written and verbal
* Use ICT effectively to support teaching and learning
* Accurate record keeping
* Ability to prioritise and flexibility to adapt where necessary
* Select and adapt appropriate resources/methods to facilitate agreed learning activities.
* Ability to note children’s progress and suggest next steps to move learning forward.
 | * Experience of delivering proven interventions
* Knowledge of effective learning strategies for SEND pupils
 | * Application form
* Reference
* Interview
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| **Personal Requirements** | * Sensitive to the needs of children and their parents/carers
* Calm and positive approach
* Ability to work as a member of a team
* Ability to work under pressure
* Be a good role model to pupils in speech, dress, behaviour and attitude
* Ability to support our school ethos
* Committed to professional development
* Attend and participate in relevant meetings as required as well as participate in training and other learning activities and performance development as required
* Can be flexible and adaptable.
 | * Willingness to be involved in the wider life of school and ‘go the extra mile’.
 | * Application form
* Reference
* Interview
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