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| Broom Logo 2  **Broom Cottages Primary and Nursery School**  **Person Specification**  **Nursery Teaching Assistant**  **Grade 6** | | | |  |
| **Category** | **Essential** | **Desirable** | **Evidence** | |
| **APPLICATION** | * Completed application form (supporting letter to be no longer than 750 words) * Fully supported in reference |  | * Application Form | |
| **QUALIFICATIONS** | * From 1 September 2014, all level 3 qualifications must meet the [early years educator criteria](https://www.gov.uk/government/publications/early-years-educator-level-3-qualifications-criteria). This means that all staff who have registered for a qualification since that date can be counted in the EYFS staff:child ratios at level 3 if they hold: * a level 3 early years educator qualification * suitable [level 2 literacy and numeracy qualifications](https://www.gov.uk/guidance/early-years-qualifications-finder#level-2-literacy-and-numeracy-qualifications) * A valid Paediatric First Aid Certificate or willing to complete within 3 months of start date | * Early Years Degree * HLTA qualification * Food Hygiene certificate * Any further EYFS qualifications | * Application Form * References * Certificates | |
| **EXPERIENCE** | * Experience of working with young children * Experience of effectively supporting teaching and learning, skills reflective of the DCC grade 6 job description * Experience of planning and evaluating learning activities * Involved in planning programmes of learning for individuals, groups and whole class * Experience of assessment and recording assessments * Experience of working successfully and co-operatively as a member of a team * Experience of supporting SEND pupils * Experience of record keeping systems and accurately updating information * Experience of being a Key Worker for a group of children | * Experience of delivering Read Write Inc. * Experience of working in EYFS * Experience of uploading assessment data to a management system * Experience of dealing with the general public * Experience of working in a school environment | * Application Form * References * Interview | |
| **SKILLS AND KNOWLEDGE** | * Ability to relate well with children and adults * Ability to work independently with individual children, small groups of children and whole class * Ability to use initiative when required * Ability to work as a member of a team * A willingness to work co-operatively with a wide range of professionals * Good communication skills – written and verbal * Use ICT effectively to support teaching and learning * Excellent organisational skills * Excellent communication and interpersonal skills * Ability to plan and prioritise workload and meet deadlines * Ability to collate data * Ability to communicate effectively both verbally and in writing * Demonstrating an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English. * Ability to build and sustain effective working relationships with a wide variety of people e.g. .staff, pupils/children, Governors, parents and the wider community * Ability to share good practice * Ability to meet the learning needs of pupils | * Ability to work within the LA and School’s policies and guidelines * Working knowledge of foundation, national curriculum key stages and government strategies * To be able to provide advice, guidance and information to various audiences * Knowledge of the SEND Code of Practice * Knowledge of effective learning strategies for SEND children aimed at improving behaviour and participation | * Application Form * Reference * Interview | |
| **PERSONAL QUALITIES** | * Sensitive to the needs of children and their parents/carers * Ability to work as part of a team * Calm and positive approach * Committed to professional development * Ability to use own initiative * Ability to work under pressure * Ability to be flexible and adaptable * Be committed to attending any training courses relevant to the post, ensuring continuing personal and professional development. * Be a good role model to pupils in speech, dress, behaviour and attitude. * Ability to support our school ethos * Ability to demonstrate enthusiasm and sensitivity when working with children | * Evidence of commitment to continuous professional development | * Application Form * Reference * Interview | |