

PERSON SPECIFICATION AND CRITERIA FOR SELECTION
POST OF TEACHING ASSISTANT (LEVEL 3) - LEVENDALE PRIMARY SCHOOL

CATEGORY	ESSENTIAL	DESIRABLE	HOW CRITERIA WILL BE ASSESSED
APPLICATION	<ul style="list-style-type: none"> High standard of presentation Well-structured and comprehensive supporting letter. Fully supported by reference 		<ul style="list-style-type: none"> Application form Reference Interview
QUALIFICATIONS	<ul style="list-style-type: none"> NVQ Level 3 (or equivalent). Demonstrable Literacy and Numeracy skills. 	<ul style="list-style-type: none"> Evidence of further study – this could be ongoing. Paediatric first aid qualification. 	<ul style="list-style-type: none"> Application Form
EXPERIENCE	<ul style="list-style-type: none"> Relevant experience, preferably in an educational setting. Knowledge and understanding of the primary curriculum. A good understanding of phonics and the initiative to plan for and lead small groups where necessary. 	<ul style="list-style-type: none"> Recent experience in KS1 	<ul style="list-style-type: none"> Application Form Reference Interview
PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> Attendance at relevant courses, conferences, workshops etc. 	<ul style="list-style-type: none"> Evidence of active interest/involvement in self-development and the development of others 	<ul style="list-style-type: none"> Application Form Reference Interview
SKILLS	<ul style="list-style-type: none"> Ability to communicate effectively in a variety of situations – written and verbal Able to work as part of a team. An understanding of classroom roles and responsibilities. Preparation and management of resources. Promotion of positive ethos and the modelling of positive attributes. Adaptability. Ability to maintain confidentiality and of setting clear professional boundaries. 	<ul style="list-style-type: none"> To be able to take the initiative and accept responsibility. Experience of assisting teacher in planning cycle. 	<ul style="list-style-type: none"> Application Form Reference Interview
SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> An awareness of the structure and content of the National Curriculum 2014. An awareness of current Safeguarding and Child Protection issues. 		<ul style="list-style-type: none"> Application Form Reference Interview
PERSONAL QUALITIES	<ul style="list-style-type: none"> Caring attitude towards pupils and parents/ Ability to demonstrate enthusiasm and sensitivity whilst working with others. An excellent health and attendance record. Have high expectations of self and pupils. Commitment to achieving high standards A friendly, approachable manner. Demonstrate respect, tolerance and sensitivity towards all social, cultural, religious, racial and/or gender groups. 	<ul style="list-style-type: none"> Evidence of being able to build and sustain effective working relationships An appropriate sense of humour 	<ul style="list-style-type: none"> Application Form Reference Interview