



Person Specification – Teaching Assistant(s) **Level 2 – Grade N03 (Foundation Stage, KS1 and KS2)**

West Denton Primary School

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	Experience of supporting children in a classroom environment
2	Recent experience of supporting children in the Foundation Stage, KS1 or KS2
3	Working towards Level 2 Basic Skills (Literacy and Numeracy) or equivalent competency
4	Strong behaviour management skills
5	Ability to work in a team
6	Strong written communication skills
7	Excellent timekeeping
8	Experience of classroom organisation
9	Work on own initiative
10	Classroom assistant training , NVQ L2 or equivalent

Desirable

11	Experience of working with children with learning difficulties
12	Experienced in delivering Read Write Inc
13	Experience of working in KS2
14	Experience of working in KS1
15	Experience of working in the Foundation Stage

Part B: Assessment Stage

Items 1, 2, and 3 of the application stage criteria and the criteria below will be further explored at the assessment stage:

Essential

1	Experience of using ICT to support pupils in the classroom
2	Able to use language and other communication skills that children can understand and relate to.

3	Able to empathise with the needs of children and in particular able to establish positive relationships with pupils.
4	Able to consistently and effectively implement agreed behaviour management strategies.
5	Able to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
6	Able to work within and apply all relevant school policies and schemes of work
7	Able to supervise groups of pupils.
8	Able to carry out and report on systematic observations of pupils' knowledge, understanding and skills.
9	Able to undertake routine invigilation and marking
10	Able to work effectively as part of a team
11	Committed to achieving further professional development
12	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> ▪ motivation to work with children and young people ▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people ▪ emotional resilience in working with challenging behaviours ▪ attitude to use of authority and maintaining discipline. ▪ able to work in partnership with other agencies
13	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

Desirable

14	Knowledge of SEN Code of Practice
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The following methods of assessment will be used:

Method		Method	
Interview	Yes	Presentation	No
Group work observation	Yes	Structured discussion with pupils	No
Work Scrutiny Task	No		

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service
2	Additional criminal record checks if applicant has lived outside the UK
3	Right to work check
4	Medical clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)