Teaching Assistant Person Specification



(E- Essential D- Desirable)

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| General heading | Detail | E/  D | Examples |
| **Qualifications & Experience** | Specific qualifications & experience | E | Successful experience working with children in a school/early years environment |
| D | Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience |
| Knowledge of relevant policies and procedures | D | Basic knowledge of First Aid and understanding of the School policies & procedures/Paediatric Frist Aid qualified |
| Literacy | E | Good reading and writing skills (National qualification Grade C or equivalent ) |
| Numeracy | E | Good numeracy skills (National qualification Grade C or equivalent ) |
| Technology | E | Knowledge of basic ICT to support learning |
| **Communication** | Written | E | Ability to read, write & understand basic reports |
| Verbal | E | Ability to communicate information clearly and coherently; ability to listen effectively |
|  | Language | D | Overcome communication barriers with children and adults |
| Negotiating | D | Consult with children and their families and carers and other adults |
| **Working with children** | Behaviour management | E | Understand and implement the school’s behaviour management policy and systems |
| SEN | E | Ability to understand and support children with developmental difficulty or disability |
| Curriculum | D | Good understanding of the school/national curriculum including expectations of English & Maths |
| Child development | D | Good understanding of the general aspect of child development & Early Years  Ability to assess progress and performance |
| Health and well being | E | Understand and support the importance of physical and emotional wellbeing |
| **Working with others** | Working in partnership | D | Understand the role of others working in and with the school |
| E | Understand and value the role of parents and carers in supporting children |
|  | Teamwork | E | Ability to establish rapport and respectful and trusting relationships with staff, children, their families and carers and other adults |
| Relationships | E | Ability to work effectively and positively with a range of adults |
| Responsibilities | Organisational skills | E | Good organisational skills  Ability to remain calm under pressure |
| Support | D | Ability to support the work of volunteers and other assistants in the classroom |
| Time management | E | Ability to manage own time effectively |
| Problem Solving | E | Demonstrate a positive, solution focused approach to resolve routine problems independently |
| General | Health & Safety | E | Basic understanding of Health & Safety |
| Child Protection | E | Understand and implement child protection procedures |
| Confidentiality/Data Protection | E | Understand procedures and legislation relating to confidentiality and implement them |
| CPD | E | Be prepared to develop and learn in the role |
| Performance Management | E | Participate in annual performance appraisal constructively and positively |