Kemsing Primary School

Teaching Assistant

# Person Specification

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| Attributes | Essential Criteria | Desirable | Assessed through: |
| Experience | Teaching Assistant experience Key Stage One or Two – paid. | Experience at an HLTA level. | Application Form  Reference  Interview |
|  | Experience of working with pupils with Special Educational Needs. |  | Application Form  Interview |
|  | Experience of leading group work, executing activities without direct teacher supervision. |  | Application Form  Interview |
|  | Experience of cover supervision of whole classes. |  | Application Form  Interview |
| Qualifications and Training |  | Level 3 teaching assistant qualification.  Level 3 Qualification or above in a relevant childcare/education field. | Application Form |
| Skills and Abilities | The ability to create the best conditions for learning or teaching new things |  | Application Form  Reference  Interview |
|  | Patience and the ability to remain calm in stressful situations |  | Application Form  Reference  Interview |
|  | Ability to work independently using own initiative, |  | Application Form  Reference |
|  | Good level of personal competence in ICT. |  | Application Form  Reference  Interview |
|  | Excellent communication skills (both written and verbal) |  | Application Form  Interview  Reference |
|  | Excellent numerical skills. |  | Reference |
|  | Ability to use communication skills to build effective relationships with children and to manage behaviour using positive, proactive techniques at every opportunity. |  | Application Form  Interview  Reference |
| Personal Qualities | Self-motivated and conscientious |  | Reference |
|  | Reliable, honest, efficient and approachable. |  | Reference |
|  | An ability to reflect on own practice. |  | Application Form  Interview |
|  | Effective team-worker with parents, other staff and professionals. |  | Application Form  Reference  Interview |