Park Way Primary School

Teaching Assistant - Person Specification and Criteria for Selection

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| CATEGORY | ESSENTIAL | DESIRABLE | WHERE IDENTIFIED |
| APPLICATION | * Medway application form
* Fully supported in reference
 | * Pre – visit to school
 | * Application form
* References
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| QUALIFICATIONS | * Good literacy and numeracy skills
 | * Maths and English GCSE or equivalent
 | * Application form
* Certificates
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| PROFESSIONAL DEVELOPMENT | * Evidence of a commitment to ongoing professional development.
* Able to cite evidence of working with children to help them LEARN and all that this might entail in a school.
* Understanding of the process of learning and assessment
 | * Relevant experience of working in a school or caring profession.
 | * Applicant statement
* Application form
* References
* Interview
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| SKILLS | * A calm, positive and friendly manner.
* High expectations
* Ability to form good appropriate relationships with children.
* Ability to follow all school policies and protocols.
* Ability to interact effectively with children and adults of different backgrounds.
* Effective record keeping.
* Ability to readily establish professional relationships with staff and pupils. – to work within a flexible team.
* Excellent communication skills – especially listening.
* Effective organisational and time management skills.
* Ability to use initiative but also to work under the supervision and direction of Senior Staff.
* Ability to maintain confidentiality when appropriate.
* Ability to understand the changing needs of children and to use a flexible, imaginative and creative approach to improving learning outcomes.
 | * Flexibility – willingness to alter hours when necessary.
* Practical knowledge of “Assessment For Learning”.
* Experience of working with children with multiple difficulties.
* Knowledge of the national curriculum and age related levels of learning.
 | * Applicant statement
* Application form
* References
* Interview
* Anonymous case studies
* Voluntary or paid experience in a school/ youth setting
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