



TEACHING ASSISTANT/ SUPPORT WORKER PERSON SPECIFICATION

Below informs of both desirable and essential criteria, the latter of which must be met in full.

Minimum Essential	Method of Assessment	Desirable/Essential
Skills /Knowledge		
Understanding of relevant policies/codes of practice and awareness of relevant legislation	Application Form, Interview	Essential
General understanding of national/foundation stage curriculum and other relevant learning programmes/strategies	Interview, References	Essential
Basic understanding of child development and learning	Interview, References	Desirable
Ability to self-evaluate learning needs and actively seek learning	Interview	Essential

opportunities		
Ability to relate well to children and adults	Interview, References	Essential
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	Interview, References	Essential
Effective use of ICT to support learning, knowledge of access and excel	Application form, Interview	Desirable
Use of other equipment technology – video, photocopier	Interview	Desirable
Has speaking and listening skills to extend language in discussion	Interview, References	Essential
Can manage the behaviour of young people in a reasonable manner	Application Form, Interview	Essential
Has a caring positive attitude towards young peoples welfare	Interview	Essential

Has an awareness of young people with special educational needs	Interview, References	Desirable
Can maintain trust and confidentiality where appropriate	Interview	Essential
Can assist the school in forming a partnership with parents	Application Form, Interview	Essential
Has sufficient practical and organisational skills to contribute to the preparation and management of educational resources	Application Form, Interview	Desirable
Can complete and maintain young peoples records	Interview, References	Essential
Experience, qualifications, and training (if any)		
NVQ2 for Teaching Assistants or equivalent qualification or experience	Application Form	Essential
Training in the relevant learning strategies e.g. literacy	Application Form	Desirable
First aid training as appropriate	Application Form	Desirable
Experience working with or caring for young people of relevant age	Application Form, Interview	Essential
Good numeracy/literacy skills	Application Form, Interview	Essential
Work related circumstances		
Can allocate some contractual time to after school staff meetings when appropriate	Application Form, Interview	Essential

Can allocate some contractual time to the whole of, or part of, staff training days when appropriate	Application Form, Interview	Essential
Can maintain personal presentation that sets high standards for the young people	Interview	Essential
Can work within the spirit of the School Policies to do with Equal Opportunities, Child Protection, Health & Safety, Anti Bullying	Application Form, Interview	Essential
Can work on a supply basis across a number of subject areas	Interview	Desirable

Special Conditions (Essential):

Appointment is subject to enhanced with checks clearance through the Disclosure and Barring Service and satisfactory references.

The work you will be undertaking will involve contact with children and young people, by law this is exempt from the Rehabilitation of Offenders Act 1974. You are not entitled to withhold information and must declare all convictions, including spent convictions, cautions, reprimands and final warnings. Any information given will be completely confidential and will be considered only in relation to any application or positions to which the Order applies.