

PERSON SPECIFICATION

JOB TITLE: Teaching Assistant B

DEPARTMENT: Education

GRADE:

POST NO:

PREPARED BY:

DATE:

E = ESSENTIAL D = DESIRABLE		SOURCE OF EVIDENCE - APPLICATION = A TEST = T INTERVIEW = I	
	1. EXPERIENCE, direct work experience, other relevant experience.	W =	
E	A range of experience working in a primary or pre-school environment.		A/I
E	Clerical / Administrative duties.		A/I
D	Specific knowledge of working with Reception or Early Years Children.		A/I
D	Experience of supporting children with Special Educational Needs.		A/I
	2. KNOWLEDGE, without which the job cannot be done effectively.	W =	
E	Policies and practices of schools.		A/I/T
E	Understanding of National Curriculum / Early Years Foundation Stage Profile.		A/I/T
E	Basic understanding of child development.		A/I
			A/I
	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train.	W =	
E	ICT Technology.		A/I
			A/I
	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given.	W =	
E	NVQ Level 2 or equivalent.		A/I
E	First Aid Certificate or equivalent.		A/I
E	Willingness to undergo necessary restraint training.		A/I
E	English and Maths GCSE Grade C or above or equivalent.		A/I
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.	W =	
E	Calm disposition with good communication skills.		
E	Good relationship with pupils – acting as a role model.		A/I
E	Good team player.		A/I
			A/I
	6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.	W =	A/I
	CONTRA INDICATIONS, if any	W =	
			A/I