

## PERSON SPECIFICATION

**JOB TITLE:** Teaching Assistant B

**DEPARTMENT:** Education

**GRADE:**

**POST NO:**

**PREPARED BY:**

**DATE:**

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