



## PERSON SPECIFICATION

**POST** Teaching and Learning Assistant (TA2)  
**GRADE** NJC Grade 3. Scale Point Range Points 5-6  
 Starting scale point is dependent on experience

### NOTE TO CANDIDATES:

- The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the Essential Criteria.
- The **How Identified** column shows how the Academy will obtain the necessary information about you.
- If the **How Identified** column says the Application Form next to an Essential Criteria or a Desirable Criteria, you **MUST** include in your application enough information to show how you meet this criteria. You should include examples from your paid or voluntary work.

	ESSENTIAL CRITERIA	HOW IDENTIFIED	DESIRABLE CRITERIA	HOW IDENTIFIED
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• To possess GCSE English and Mathematics at Grade 9 to 5 or an equivalent Level 2 qualification in those subjects.</li> <li>• Level 2 qualification QCF (or NVQ prior to 2010) in Teaching and Learning.</li> <li>• Possess or be willing to undertake a certificate in Mental Health First Aid Training.</li> </ul>	Application form, certificates and interview	<ul style="list-style-type: none"> <li>• Hold a certificate in First Aid training.</li> <li>• Level 2 Certificate in Supporting the Wider Curriculum.</li> <li>• Other qualifications relevant to SEND</li> </ul>	Application form and Interview

<p><b>Skills and knowledge</b></p>	<ul style="list-style-type: none"> <li>• Understanding of and willingness to use technology, e.g. computer, photocopier, whiteboard.</li> <li>• Ability to work effectively within a team environment.</li> <li>• Have an understanding of classroom roles and responsibilities.</li> <li>• Ability to build effective working relationships with all pupils and colleagues.</li> <li>• Ability to work within the school's ethos and provide a positive role model.</li> <li>• Experience of working with and/or caring for children.</li> <li>• Have ability to provide clerical/admin support to the Teacher/Department.</li> <li>• Have the skills and knowledge to implement literacy/numeracy programmes.</li> <li>• Knowledge and understanding of how ICT can support learning.</li> <li>• Awareness and understanding of school curriculum. Awareness of, and commitment to, inclusion in a school setting.</li> <li>• Understanding of children in the appropriate age range.</li> <li>• To work towards demonstrating: -</li> <li>• High expectations of children and young people with a commitment to helping them fulfil their potential.</li> <li>• The ability to establish fair, respectful, trusting, supportive and constructive relationships with children and young people. The positive values, attitudes and behaviour expected from children and young people.</li> <li>• The ability to communicate effectively and sensitively with children, young people and colleagues.</li> <li>• The ability to recognise and respect the contribution that parents and carers can make to the development and wellbeing of children and young people.</li> <li>• A commitment to collaborative and co-operative working with colleagues.</li> <li>• The ability to organise and manage learning activities in ways which keep children safe.</li> <li>• Evidence of commitment to professional development. The ability to actively encourage and motivate children to advance their learning.</li> </ul>	<p>Application form and Interview</p>	<ul style="list-style-type: none"> <li>• Willingness to develop ICT skills.</li> <li>• Understanding of technology – computer, video, photocopier etc.</li> <li>• Experience of working with and/or caring for children within an educational setting.</li> <li>• Willingness to undertake SEND specific qualifications</li> </ul>	<p>Application Form and Interview</p>
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	<ul style="list-style-type: none"> <li>• Knowledge of the school and its setting/community.</li> </ul>			
<b>Special Working Conditions</b>	<ul style="list-style-type: none"> <li>• Improve own knowledge and practice by participating in professional reviews.</li> <li>• Demonstrate a positive attitude to continuing personal development.</li> <li>• The ability to recognise and respond appropriately to situations that challenge equality of opportunity.</li> <li>• Be committed to working within the school's policies and procedures and adhering to safe working practices.</li> </ul>	Interview		
<b>Attributes &amp; Qualities</b>	<ul style="list-style-type: none"> <li>• Good communicator</li> <li>• Punctual with excellent time management</li> </ul>			