

| Job title | Grade | School | Location |
|----------------------------|-------|------------------------|------------------|
| Teaching Assistant Level 2 | 2A | Clifton Primary School | Clifton, Salford |

Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criteria are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

Note to applicants

Whilst all criteria below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

(*See grid overleaf)

| Essential criteria | Necessary requirements – skills, knowledge, experience etc. | * M.O.A. |
|--------------------|---|----------|
| 1. | Good Numeracy/literacy skills | A/I |
| 2. | Supporting Teaching and Learning Level 2 Certificate (or equivalent) | A/I/C |
| 3. | Effective use of ICT to support learning. | A/I |
| 4. | Use of equipment technology. | A/I |
| 5. | General understanding of national/foundation stage curriculum and other basic learning programmes/strategies. | A/I |
| 6. | Basic understanding of child development and learning. | A/I |
| 7. | Ability to self-evaluate learning needs and actively seek learning opportunities | A/I |
| 8. | Ability to relate well to children and adults. | A/I |
| 9. | Work constructively as part of a team, understanding classroom roles and responsibilities | A/I |
| 10. | Working with or caring for children of relevant age. | A/I |

| Desirable criteria | Necessary requirements – skills, knowledge, experience etc. | * M.O.A. |
|--------------------|--|----------|
| 1. | Completion of Teaching Assistant Introductory Training. | A/I/C |
| 2. | Working towards Supporting Teaching and Learning Level 3 Diploma | A/I |
| 3. | Training in relevant strategies (e.g. literacy). | A/I/C |
| 4. | First Aid Training as appropriate. | A/I/C |
| 5. | Understanding of relevant policies/codes of practice and awareness of relevant legislation | A/I |
| | | |

| Completed by | Date | Approved by | Date |
|--------------|------|-------------|------|
| | | | |

Method of assessment (* M.O.A.)

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation, **T** = Test, **AC** = Assessment centre