

Leigh St. John's C.E. Primary School



PERSON SPECIFICATION/SELECTION CRITERIA

TEACHING ASSISTANT

LEVEL 2 (G3)

(A) EXPERIENCE

	Essential or desirable	Evidence A - application R- Reference I - Interview
Experience of working with or caring for children of a relevant age and / or learning need.	E	A

(B) QUALIFICATIONS/TRAINING

	Essential or Desirable	Evidence
Teaching Assistant Level 2 Qualification (minimum) or NVQ 2 or equivalent	E	A
Working knowledge of implementing the national curriculum	E	A
GCSE (or equivalent) Maths and English.	E	A
Appropriate First Aid / Paediatric Training.	D	A

(C) KNOWLEDGE / SKILLS

	Essential or Desirable	Evidence
Good mathematical and literacy skills.	E	A
Knowledge and compliance with policies and procedures relevant to Safeguarding, Child Protection and Health & Safety with awareness of relevant legislation.	E	A/I
Good understanding of early child development and learning processes.	E	A/I
Can use ICT effectively to support learning.	E	A/I

(D) PERSONAL SKILLS AND ATTRIBUTES

Applicants should be able to provide evidence that they have the necessary personal skills and attributes required by the post.

	Essential or Desirable	Evidence
Ability to identify own training and development needs and co-operate with means to address these.	E	A/I
Ability to relate well to children and adults.	E	A/I
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	E	A/I
Adaptability to changing circumstances and new ideas	E	A/I
Ability to seek advice and support when necessary	E	A/ I
Self-confidence	E	A/I
Enthusiasm	E	A/I
Drive and Commitment	E	A/I

(G) APPLICATION FORM AND LETTER

The letter should be clear and concise and related to the specific post, taking account of the Person Specification. Please do not send a CV.

(H) CONFIDENTIAL REFERENCES AND REPORTS

	Essential
Satisfactory written references prior to any offer being made.	E
Professional references should provide a strong level of support for relevant professional and personal knowledge, skills and abilities referred to above.	E
Positive recommendation from current employer	E