

## PERSON SPECIFICATION

**JOB TITLE:** Teaching Assistant B

**DEPARTMENT:** Education

**GRADE:** NJC Scale 3

**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>	
E	A range of experience working in a primary or pre-school environment.		A/I
E	Clerical / Administrative duties.		A/I
E	Specific knowledge of working with Reception or Early Years Children.		A/I
D	Experience of supporting children with Specific Educational Needs.		A/I
	<b>2. KNOWLEDGE, without which the job cannot be done effectively.</b>	<b>W =</b>	
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
	<b>3. SKILLS &amp; ABILITIES, Essential/Capable of doing, Desirable/Able to train.</b>	<b>W =</b>	
E	ICT Technology.		A/I
			A/I
	<b>4. QUALIFICATIONS, TRAINING &amp; EDUCATION, also identify training to be given. W =</b>		
E	NVQ Level 3 or equivalent.		A/I
D	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
	<b>5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.</b>	<b>W =</b>	
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
	<b>6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.</b>	<b>W =</b>	A/I
	<b>CONTRA INDICATIONS, if any</b>	<b>W =</b>	
			A/I