

# Person Specification

POST TITLE:

Teaching Assistant – Teaching Assistant Level 2c

SCHOOL:

Lyon Park Primary School

## PLEASE NOTE

The method of assessment for each criterion is shown in the right hand columns. The shortlisting criteria are indicated by asterisk in the application form column. Shortlisting for interview will be based solely on whether the candidate indicates on their application form that they meet these Shortlisting Criteria. All mandatory criteria are underlined. The successful candidate must satisfy all of the mandatory criteria, and will normally meet all or most of the other appointment criteria. All candidates must satisfy the Equal Opportunities and Customer Care criteria which are mandatory.

	METHOD OF ASSESSMENT		
	APPLICATION FORM	INTERVIEW	TEST
<b>1. ABILITIES</b>			
(a) Previous successful experience of using information and communication technology to support learning.	*		
(b) Previous successful experience of operating a range of resources and equipment in a learning environment, including videos, photocopiers.	*		
(c) Ability to absorb and understand a wide range of information concerning the functions of the school.	*	*	
(d) Ability to build and form working relationships with pupils, parents/carers and colleagues, to work flexibly across professional and operational boundaries, and to work as a member of a team.	*	*	
(e) Ability to work on own initiative, and to prioritise between conflicting demands	*	*	
(f) Ability to self-evaluate learning needs and to develop new skills and learning opportunities.	*		
<b>2. SKILLS</b>			
(a) Evidence of commitment to continuous learning within a learning environment.	*	*	
(b) Good verbal and written communication skills appropriate to the need to communicate effectively with a wide range of pupils, teachers/carers	*		*
(c) Good numeracy skills appropriate to the learning levels of the target pupil groups.	*		*
(d) The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.		*	

	METHOD OF ASSESSMENT		
	APPLICATION FORM	INTERVIEW	TEST
<b>3. KNOWLEDGE</b>			
(a) Working knowledge of relevant education policies, codes of practice and procedures, and awareness of relevant legislation.			
(b) Understanding of basic learning strategies.	*		
(c) Knowledge of national curriculum and other learning initiatives and strategies.	*		
(d) Understanding of key principles of child development and learning.	*		
<b>4. EXPERIENCE</b>			
(a) Previous successful experience in working with children of <i>[insert age]</i>	*		
<b>5. EDUCATION AND PROFESSIONAL QUALIFICATIONS ESSENTIAL TO THE POST</b>			
(a) NVQ Level 2 for Teaching Assistants or able to demonstrate an equivalent level of attainment through relevant experience.	*		
(b) Evidence of successful completion of DfES Teacher Assistant Induction Programme.	*		
<b>6. <u>EQUAL OPPORTUNITIES RELEVANT TO THE POST</u> (mandatory)</b>			
Understanding and commitment to the Council's Equal Opportunities policy.	*	*	
<b>7. <u>CUSTOMER CARE RELEVANT TO THE POST</u> (mandatory)</b>			