



PRIMARY SCHOOL

**PERSON SPECIFICATION**

**JOB TILE: TEACHING ASSISTANT Grade 3**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Training</b>	Grade 3 TA standard or equivalent qualification	Diploma, Foundation Degree credit
	Excellent literacy/numeracy skills (see TA standards)	Have undertaken first aid training
	Training in relevant strategies i.e. Literacy/Numeracy, ICT, Foundation Stage Curriculum, supporting bilingual pupils, SEN, experience of managing other support staff	
	Evidence of ongoing and updated professional development relevant to the post	
	At least 3 years experience of working in a relevant educational setting	
<b>Knowledge, Abilities, Skills, Experience</b>	Extensive experience of working with children with Early Years/KS1 or KS2 for at least 3 years	A thorough knowledge of the six Areas of Learning in EYFS and Foundation Stage Profile and the expected levels that children will reach by the end of Reception
	Full working knowledge of relevant policies/codes of practice/legislation relevant to the post	A thorough knowledge of planning and implementing learning programmes for children with Special Educational Needs (SEN) or English as an Additional Language (EAL)
	Experience and working knowledge of implementing an appropriate differentiated curriculum to support and promote children's learning	Able to observe, monitor and assess children's progress as part of assessment procedures
	A thorough knowledge of the assessment of children's progress, and thorough understanding of progress linked to the Early Learning Goals and the National Curriculum	Able to plan and organise work at an advanced level and contribute towards the development of policies and procedures
	Able to plan and deliver a high quality and stimulating curriculum to promote all children's learning	

	<b>Essential</b>	<b>Desirable</b>
	To have a thorough understanding and commitment towards the school's inclusion policies	Able to provide written reports on children's progress as appropriate
	To have a thorough understanding, and take responsibility for the school's health & safety procedures at all times	
<b>Management/ Supervisory skills</b>	Able to organise, lead, manage, deploy and motivate a team and demonstrate supervisory skills to support the smooth day to day running of the school	Able to monitor and support the work of other support staff, and play a leading role in their professional management reviews where appropriate
	Able to use ICT and administrative systems to effectively support learning and perform a range of administrative tasks	Able to support the professional development of others, including preparation and leading INSET where required
	To be able to work as part of a team and to lead as required	
<b>Personal qualities/ attributes</b>	To be able to develop positive relationships with children, colleagues and parents	
	To have a high level of commitment towards your own continuing professional development, and to be able to mentor and coach colleagues	
	To be flexible and approachable in a busy day to day environment that will demand that you lead by example	
	Ability to cope with and adapt to change	
	To demonstrate the commitment towards being part of the life of the school	