**Person Specification**

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|  | **Selection criteria**  **(Essential)** | **Selection criteria**  **(Desirable)** | **How Assessed** |
| **Education & Qualifications** | NVQ 3 for Teaching Assistants or equivalent qualification or experience  Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework  Training in relevant learning strategies e.g. literacy/ Foundation stage and/or training in a particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc | Paediatric First Aid certificate | AF / I  (bring certificate to interview)  AF / I  AF / I  AF / I |
| **Experience** | Experience of working with children in an educational setting who may have different individual needs and learning styles  Experience of preparing/contributing to resources to support learning programmes  Experience of effectively using ICT and other technology such as digital recorders and photocopiers, and resolving straightforward problems in their operation |  | AF / I  AF / I  AF / I |
| **Skills & Abilities** | Interpersonal skills to build and maintain effective relationships with all pupils and colleagues  Effective literacy skills to support the views of children in class with their written and phonics activities.  Communication skills to liaise sensitively with parents and carers  Creative skills to contribute to and adapt learning activities relating to the National Curriculum and other learning objectives  To promote a positive ethos and good role model  To promote our school ethos  Team-work skills to work collaboratively with colleagues, understanding classroom roles and responsibilities and your own position within these  To continually improve own practice/knowledge through self evaluation and learning from others |  | AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I |
| **Knowledge** | Knowledge of relevant policies/codes of practice/ and awareness of relevant legislation and the responsibilities of the role within these for promoting pupils’ welfare  Knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies  Understanding of the principles of child development and learning processes  Understanding of equal opportunities and inclusion and how it applies in a school setting | Knowledge of a Community language, e.g. British Sign Language, Urdu or Polish. | AF / I  AF / I  AF / I  AF / I |
| **Work Circumstances** | To work flexibly as the workload demands  Occasional out of hours working to support school functions |  | I  I |

*Abbreviations:* AF = Application Form; I = Interview.

**NB. - Any candidate with a disability who meets the**

**essential criteria will be guaranteed an interview**