**Corpus Christi RC Primary School**

**Person Specification**

**Job Title:** Teaching Assistant – Level 2

Grade 3 (scale 16– 21)

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|  | **Selection criteria**  **(Essential)** | **Selection criteria**  **(Desirable)** | **How Assessed** |
| Education & Qualifications | NVQ 2 for Teaching Assistants or equivalent qualification or experience  Literacy and Numeracy skills equivalent to Level 1 of the National Qualification & Credit Framework    Completion of Department for Education Teacher Assistant Induction Programme  (or to complete within first term)  Willingness to undertake training in relevant learning strategies e.g. literacy |  | AF / I  AF / I  AF / I  AF / I |
| **Experience** | Working with or caring for children of a relevant age to those in the school  Experience of working with learning resources and helping with their preparation 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 effective working relationships with pupils and colleagues  Communication skills to liaise sensitively and effectively with parents and carers  Team-work skills to work collaboratively with colleagues, understanding classroom roles and responsibilities and your own position within these  To promote a positive ethos and good role model  To continually improve own practice/knowledge through self evaluation and learning from others |  | AF / I  AF / I  AF / I  AF / I  AF / I |
| **Knowledge** | Basic understanding of a child’s development and learning.  Understanding of the relevant policies/codes of practice/ and awareness of relevant legislation in the context of your role  General understanding of national/foundation stage curriculum and other relevant learning programmes/strategies  Understanding of equal opportunities and an awareness of potential barriers children may have around learning | 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 |  | AF / I  AF / I |

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