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| **Job title** | **Grade** | **Directorate** | **Location** |
| **Teaching Assistant** | TA3 | Children’s Services | Moorside High School |

Note to manager

#### Note to applicants

Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

| **Essential criteria** | **Necessary requirements – qualification, experience, skills, knowledge etc.** | | | | **\* M.O.A.** |
| --- | --- | --- | --- | --- | --- |
| 1 | Ability to relate well to children and adults. | | | | **C** |
| 2 | Experience of working with children of relevant age | | | | **A** |
| 3 | Experience of working with pupils with additional needs. | | | | **A** |
| 4 | Very good Numeracy/literacy skills (equivalent to NVQ 2 in English and Maths). | | | | **A** |
| 5 | NVQ 3 for Teaching Assistants or equivalent qualification or experience. | | | | **C** |
| 6 | Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. | | | | **AI** |
| 7 | Working knowledge of national curriculum and other relevant learning programmes. | | | | **AI** |
| 8 | Understanding of principles of child development and learning processes and in particular, barriers to learning. | | | | **AIC** |
| 9 | Full understanding of the range of support services/providers. | | | | **I** |
| 10 | Work constructively as part of a team, understanding classroom roles and responsibilities. | | | | **E** |
| 11 | Ability to use ICT as an integral part of practice. | | | | **ET** |
| 12 | Current driving licence and access to a car during normal working hours (Reasonable adjustments will be made for candidates with a disability) | | | | **A** |
| 13 | Enhanced CRB check as per current legislation | | | | **A** |
| 14 | Ability to work independently within agreed service priorities | | | | **A** |
| 15 | Ability to work effectively with pupils parents and schools | | | | **I** |
| 16 | Excellent communication skills, both oral and written, with an ability to relate to and communicate with a wide range of people. | | | | **AIT** |
| Desirable Criteria | Desirable requirements-qualification, experience, skills, knowledge etc. | | | |  |
| 17 | Knowledge of ethnic minority achievement and best practice | | | | **A I** |
| 18 | Ability to deliver ethnic minority achievement training to small groups | | | | **A I** |
| **Completed by** | | | **Date** | **Approved by** | **Date** | |
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**Method of assessment (\* M.O.A.) A =** Application form**, C =** Certificate**, E =** Exercise**, I** **=** Interview**, P =** Presentation**, T =** Test**, AC =** Assessment centre