



## HEREWARD PRIMARY SCHOOL

### Person Specification: Teaching Assistant

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	NVQ Level 1 / 2 or higher at a degree level	First Aid qualification
<b>Experience</b>	<p><i>The candidate should have experience of:</i></p> <ul style="list-style-type: none"><li>• working in a school or Nursery setting, perhaps as a parent or voluntary.</li></ul>	<p><i>In addition, the candidate might have experience of:</i></p> <ul style="list-style-type: none"><li>• working with different age ranges in a primary school;</li><li>• working with children who have a special educational need;</li><li>• being a paid worker in a school, play schemes, crèches, midday supervision, after-school clubs etc.</li></ul>
<b>Knowledge and understanding</b>	<p><i>The candidate should have knowledge and understanding of:</i></p> <ul style="list-style-type: none"><li>• what constitutes a special educational need.</li><li>• the pastoral care of young children;</li><li>• child development and the ways in which children learn;</li><li>• the roles played by various adults in a child's education;</li><li>• issues related to safeguarding children, child protection and equal opportunities.</li></ul>	<p><i>In addition, the candidate may have experience in:</i></p> <ul style="list-style-type: none"><li>• using different computing skills;</li><li>• implementing intervention programmes to support pupils.</li></ul>

<p><b>Skills</b></p>	<p><i>The TA will be able to:</i></p> <ul style="list-style-type: none"> <li>• help pupils and teaching staff to achieve their objectives;</li> <li>• assist children on an individual basis, but also work as a member of a team;</li> <li>• explain tasks simply and clearly;</li> <li>• supervise and maintain good order with pupil behaviour and adhere to defined standards;</li> <li>• accept and respond to management and supervision;</li> <li>• work with guidance, but under limited supervision;</li> <li>• use initiative in modifying approaches where necessary and making suggestions for improvement;</li> <li>• liaise and communicate effectively with others;</li> <li>• demonstrate good organisational skills;</li> <li>• get involved in professional development, and attend courses;</li> <li>• display work effectively, and make and maintain basic teaching resources.</li> </ul>	<p><i>In addition, the TA might also be able to:</i></p> <ul style="list-style-type: none"> <li>• monitor, record and make basic assessments about individual progress</li> <li>• suggest alternative ways of helping children if they are unable to understand;</li> <li>• describe, in simple terms, the process of behaviour management with children;</li> <li>• identify gaps in their own experience that they need help in filling;</li> <li>• demonstrate the ability to learn and adapt from past experience.</li> </ul>
<p><b>Personal characteristics</b></p>	<ul style="list-style-type: none"> <li>• Calm – Creative - Empathetic</li> <li>• Respect confidentiality</li> <li>• Enthusiastic – Caring – Friendly</li> <li>• Flexible</li> </ul>	<p><b><i>N.B. All appointments are subject to excellent references, medical clearance and DBS checks.</i></b></p>

