

## PERSON SPECIFICATION

**Job title: Level 3 Teaching Assistant**

**School: Bicton CE Primary School and Nursery**

Attributes	Essential	Desirable
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• 5 G.C.S.E or equivalent, including Maths and English</li> <li>• Teaching Assistant NVQ <b>Level 2</b> or have completed training of a similar standard (including NNEB or a certificate in Literacy &amp; Numeracy for Support Assistants)</li> <li>• Teaching Assistant NVQ <b>Level 3</b> or have completed training of a similar standard (including NNEB or a certificate in Literacy &amp; Numeracy for Support Assistants)</li> <li>• ELSA qualification or willingness to undertake training</li> <li>• First Aid qualification or willingness to undertake training</li> </ul>	<p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<p><b>Work or relevant experience</b></p> <ul style="list-style-type: none"> <li>• Relevant experience working in an educational setting</li> <li>• Experience of classroom administration support</li> <li>• Ability to plan and organise effectively</li> <li>• Ability to work with small groups or an individual pupil</li> <li>• Experience of delivering Read Write Inc phonics</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>

<p><b>Knowledge and understanding</b></p> <ul style="list-style-type: none"> <li>• Comprehensive knowledge of school based education including child development</li> <li>• National learning strategies including Literacy and Numeracy</li> <li>• Understanding of non-school based support agencies</li> </ul>	<p>✓</p> <p>✓</p>	<p>✓</p>
<p><b>Skills and abilities relevant to post Skills and Abilities (relevant to post)</b></p> <ul style="list-style-type: none"> <li>• Good communication skills and ability to relate well to children, staff and parents</li> <li>• Evidence of working as part of a team</li> <li>• Good ICT skills and the willingness to update skills / undertake further training as required</li> <li>• Ability to supervise whole classes</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<p><b>Personal qualities</b></p> <ul style="list-style-type: none"> <li>• Ability to bring to the role, initiative, enthusiasm and commitment</li> <li>• Flexibility and reliability</li> <li>• Willingness to undertake further training to develop skills</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>	