

# PERSON SPECIFICATION

Newport Primary School

Post Title: Level 3 Teaching assistant



	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW ASSESSED *</b>
<b>A) Qualifications</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Qualified to NVQ Level 3 Teaching assistant or equivalent</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Evidence of continued professional development</li> </ul>	A
<b>B) Experience</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Experience of working in primary school setting</li> <li><input type="checkbox"/> Delivery in a range of intervention programmes</li> <li><input type="checkbox"/> Supporting learners with SEN</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Teaching across EYFS, KS1 and KS2 phases.</li> <li><input type="checkbox"/> Working with learners from a variety of diverse backgrounds;</li> <li><input type="checkbox"/> Working with parents/carers and external agencies</li> <li><input type="checkbox"/> Supporting learners with EAL</li> </ul>	A   R
<b>C) Knowledge and Understanding</b>	<p><b>The teaching assistant should have knowledge and understanding of:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Monitoring, assessment, recording and reporting on learner's progress.</li> <li><input type="checkbox"/> Expectations of Literacy and Mathematics across school</li> <li><input type="checkbox"/> A sound working knowledge and understanding of safeguarding practices. Current experience of implementing safeguarding procedures.</li> </ul>	<p><b>In addition, should have knowledge and understanding of:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Specific initiatives and approaches to supporting reading, writing and maths strategies.</li> <li><input type="checkbox"/> The importance of developing an effective learning environment to enhance learning.</li> <li><input type="checkbox"/> Statutory requirements of legislation concerning Equal Opportunities, Health and Safety and SEN.</li> <li><input type="checkbox"/> The importance of community working.</li> </ul>	P A I T
<b>D) Skills/ Abilities</b>	<p><b>The teaching assistant will be able to:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Have the ability to actively promote the school's values, aims and objectives.</li> <li><input type="checkbox"/> Have positive working relationships within and across teams.</li> </ul>	<p><b>In addition, may be able to:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reflect upon and adapt practice.</li> <li><input type="checkbox"/> Support extended school provision and out of hours experiences.</li> <li><input type="checkbox"/> Experience of working restoratively with</li> </ul>	R A I

Date prepared / reviewed:.....

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Establish effective relationships with learners, parents/carers and the school community.</li> <li><input type="checkbox"/> Effectively support pupil behaviour and well-being.</li> <li><input type="checkbox"/> Demonstrate good computing skills.</li> </ul>	<p>pupils</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Understanding of Trauma informed practice</li> </ul>	
<b>E) Personal Characteristics</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Professionalism.</li> <li><input type="checkbox"/> Effective communication skills.</li> <li><input type="checkbox"/> Approachability and sensitivity.</li> <li><input type="checkbox"/> Good organisational skills.</li> <li><input type="checkbox"/> Honesty, reliability and confidentiality.</li> <li><input type="checkbox"/> Flexible, adaptable, enthusiastic and resilient.</li> <li><input type="checkbox"/> A commitment to further professional development and training.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Creative and dynamic approaches.</li> </ul>	I R P

**\*A = Application Form; I = Interview; T = Test; R = Reference**

All applicants who identify themselves on the relevant section of the application form as having a disability under the Disability Discrimination Act 1995 and who meet the essential criteria for the post will be guaranteed an interview, should they request one by ticking the relevant box on the application form.

**Date prepared / reviewed:.....**