



TEACHING ASSISTANT Level 3
PERSON SPECIFICATION

Job Title: Teaching Assistant Level 3
Reports to: Headteacher
Grade: NJC 7-11

E= Essential criteria D= Desirable criteria

Qualifications and training	E	D
Willingness to participate in relevant training and development opportunities	/	
NVQ Level 3 or equivalent qualification in relevant discipline OR appropriate experience, preferably as a Teaching Assistant	/	
Pediatric First Aid training or willingness to undertake appropriate training	/	
Child Protection training or willingness to undertake	/	
Qualifications at GCSE level or equivalent in Maths and English	/	
Confident using basic technology eg computer, Ipads, photocopier, etc	/	
Experience of resources preparation to support learning programmes	/	
The ability to manage behaviour of children in a positive and supportive manner	/	
An understanding of the school curriculum (within specified age range or subject area)	/	
Understanding of principles of child development, learning styles and independent learning	/	
Core Qualities		
A friendly, approachable and professional manner	/	
A commitment to working as part of the whole school team and supporting the vision and aims of the school	/	
High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements	/	
Able to improve their own practice through observations, evaluation and discussion with colleagues.	/	
Ability to relate well to children and adults	/	
Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own role within the team	/	
Be able to maintain confidentiality	/	
Support for the Pupil		
Use specialist (curricular/learning) skills/training/experience to support pupils		/
Experience of assisting with the development and implementation of Individual Education / Behaviour Plan		/
Establish productive working relationships with pupils, acting as a role model and setting high expectations	/	
Promote independence and employ strategies to recognise and reward achievement of self-reliance	/	
Support for the Teacher		
Work with the teacher to establish an appropriate learning environment	/	



Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate	/	
Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives		
Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested	/	
Support for the Curriculum		
Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs	/	
Implement local and national learning strategies e.g. literacy, numeracy and Early Years and make effective use of opportunities provided by other learning activities to support the development of relevant skills	/	
Support the use of ICT in learning activities and develop pupil competence and independence in its use	/	
Help pupils to access learning activities through specialist support	/	
Determine the need for, prepare and maintain general and specialist equipment and resources	/	
Support for the School		
Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person	/	
Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop	/	
Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils	/	
Attend and participate in regular meetings	/	
Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate		/
Supervise pupils on out of school activities as required	/	
Accompany teaching staff and pupils on visits and trips as required with appropriate responsibility	/	
Participate in training and other learning activities and performance development as required	/	
Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time	/	

Caldecote Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share that commitment. This post is subject to an enhanced DBS check with Barred List checks.