

## Employee Specification – Teaching Assistant Level 3



Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential' requirements indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable' requirements are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential but may be used to distinguish between acceptable candidates.

Person Specification	KEY		
	A	= Application	
	SP	= Selection Process	
	Essential	Desirable	Method of Assessment
<b>Knowledge</b>			
Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies	✓		A & SP
Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation	✓		A & SP
Experience of working with learners with a range of complex needs	✓		A & SP
Experience of using appropriate techniques and developing positive relationships with learners	✓		A & SP
Understanding of classroom roles and responsibilities and your own position within these	✓		A & SP
Understanding of principles of child development and learning processes	✓		A & SP
Awareness of systems to track and record learner's individual provision/progress e.g. Individual Learning Pathway Plan, Individual Behaviour Management Plan, EHCP etc.	✓		A & SP
Awareness and understanding of learners safeguarding and health and safety procedures	✓		A & SP
Experience of leading learners learning		✓	A & SP
Experience of working 1:1 and/or leading interventions with learners		✓	A & SP
Contribution to the school community e.g. participation in residentials, educational visits, supported school events etc.		✓	A & SP
<b>Qualifications</b>			
NVQ level 3 for Teaching Assistants or equivalent qualification or experience	✓		A & SP
Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.	✓		A & SP
Appropriate first aid training		✓	A & SP
<b>Skills</b>			
Ability to lead a team	✓		A & SP
Very good numeracy/literacy skills	✓		A & SP
Can use ICT effectively to support learning	✓		A & SP

Ability to work under pressure	✓		A & SP
Strong interpersonal skills and the ability to effectively communicate with a wide range of people	✓		A & SP
Work constructively as part of a team	✓		A & SP
Use of other technology equipment, e.g. video, photocopier		✓	A & SP
Ability to self-evaluate learning needs and actively seek learning opportunities		✓	A & SP

### Safeguarding:

The East SILC is committed to safeguarding and promoting the welfare of children and young people (learners) and expects all staff and volunteers to share this commitment. Appointments are made subject to a satisfactory enhanced Disclosure and Barring Service check (DBS formally CRB) and medical clearance from Leeds City Council's Occupational Health Service.

All shortlisted candidates must complete a self-disclosure form before interview.

**It is illegal to apply if you are on the children's barred list.**

The East SILC promotes diversity and wants a workforce which reflects the population of Leeds.