



Person Specification- Grade 4 Teaching Assistant

Essential Criteria	Measured By
Experience <ul style="list-style-type: none">• Supporting children's learning in a school.	AF/I
Qualifications/Training <ul style="list-style-type: none">• Good numeracy/literacy skills.• Completion of DfES Teacher Assistant Induction Programme.• NVQ 3 for Teaching Assistants (or demonstrate equivalent knowledge skills and experience).• First aid training as appropriate (e.g. emergency first aid course).	AF/I
Knowledge/Skills <ul style="list-style-type: none">• Understanding of relevant policies/codes of practice.• Good understanding of areas of learning, e.g. literacy, numeracy, science, SEN or Early Years.• Use of other equipment technology – video, photocopier.• Well-developed interpersonal skills to be able to relate well to a wide range of people.• Work constructively as part of a team whilst being able to demonstrate initiative.• Good communication skills.• Effective use of ICT to support learning.• Willing to work towards NVQ Level 3 or recognised equivalent.	AF/I / A
Behavioural Attributes <ul style="list-style-type: none">• Customer focused.• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.• Open, honest and an active listener.• Takes responsibility and accountability.• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.• Demonstrates a "can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.• Is committed to the provision and improvement of quality service provision.• Is adaptable to change/embraces and welcomes change.• Acts with pace and urgency being energetic, enthusiastic and decisive.• Communicates effectively.• Has the ability to learn from experiences and challenges.• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	AF/I

AF - Application form

A – Assessment

I – Interview