

Level 3 Early Years Teaching Assistant

RESPONSIBLE TO: Headteacher/Working under the guidance of Teaching Staff/and HLTA

SALARY SCALE: CLPT07 – CLPT11

WORKING HOURS: 32.5 hours per week, term time only

LOCATION: East Dene Primary – The postholder may be required to work at another one of our schools in Rotherham from time to time for a specified period.

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together, the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

		Essential	Desirable	How identified
1.	Qualifications	<ul style="list-style-type: none"> GCSE passes in English & Maths or equivalent. NVQ Level 3 or relevant qualification 	<ul style="list-style-type: none"> Educated to Degree Level. 	Formal possession of an appropriate qualification to be verified at interview or from records. Employment history record.
2.	Experience	<ul style="list-style-type: none"> Experience of working with children in primary education. Experience of working with small groups of children. Experience of working with National Curriculum objectives Experience of working within a team 	<ul style="list-style-type: none"> Experience in implementing classroom activities and interventions under the direction of a teacher. 	Application form and Interview
3.	Special Knowledge	<ul style="list-style-type: none"> Knowledge about the National Curriculum Ability to clearly interpret oral or written information and instructions 	<ul style="list-style-type: none"> Knowledge and ability to use computer applications to include word processing, spreadsheets, databases etc. 	Application Form and Interview

		<ul style="list-style-type: none"> • Ability to communicate in a clear and logical manner • Awareness of policies and procedures relating to child protection, health and safety, equal opportunities and confidentiality • Awareness of the need to maintain sensitive information and records securely in order to prevent inappropriate access 		
4.	Practical and Intellectual Skills	<ul style="list-style-type: none"> • Good organisational skills to include prioritisation of work and ensuring deadlines are met • Ability to work with attention to detail and accuracy eg, completing documentation, maintaining filing systems • Ability to contribute to a range of teaching, learning and pastoral activities • Ability to plan, monitor and assess • Ability to take responsibility with minimum supervision for delivering work programmes over an extended period to groups of children • Ability to develop working relationships outside the immediate working team 	<ul style="list-style-type: none"> • Basic proficiency in using educational technology and software to support classroom activities. • Creative problem-solving skills to adapt learning materials and activities for diverse student needs. 	Application form, Interview and References
5.	Personal Qualities	<ul style="list-style-type: none"> • Smart appearance. • Good attendance record. • Good Timekeeper. • Commitment to equal opportunities. • Conscientious, honest and reliable. • Positive approach with a wide range of people. 	<ul style="list-style-type: none"> • Demonstrates a proactive and enthusiastic attitude towards learning and professional development. • Displays empathy and patience in interactions with children, parents, and colleagues. 	Interview and References

6.	Legal Requirements	<ul style="list-style-type: none"> Enhanced DBS Clearance 		DBS clearance
7.	Other	<ul style="list-style-type: none"> Respect for confidentiality. Comply with safer recruitment practices and awareness of safeguarding procedures for all pupils. 		Interview

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

CLPT is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All staff are expected to be committed to the Equal Opportunities Policy.

Print Name:	
Signature:	
Date:	