



EARLY YEARS TEACHING ASSISTANT GRADE 4 JOB SPECIFICATION			
FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	- Very Good Literacy and numeracy skills - Full and relevant early years qualification at Level 3 or above.	- First Aid Trained - Off Site Group Leader Trained - Child Protection Training - Other relevant qualification/training	Application form References
Experience	- Current experience of working in a school or early years setting. - Supporting teams and individuals. - Effective use of resources. - Able to relate well to children and adults	- A good knowledge of current legislation and policy within the context of school, education and early years - Minimum of 3 years' experience of working in a school or early years setting. - Experience of working with pupils aged 3 to 11 - Supporting pupils with English as an additional language and SEND	Application Form Interview References
Knowledge, Skills and Ability	- Basic understanding of principles of child development and learning process - Empathy of specific and individual needs of children. - Working knowledge of national/ foundation stage curriculum and other relevant learning programmes/ strategies. - Training in the relevant learning strategies e.g. literacy. - An understanding of the functions and duties of a locally managed school and its relationship to the Local Education Authority - Knowledge of planning, practical knowledge of resourcing, teaching and assessment. - Have an awareness of policies and procedures relating to safeguarding, health and safety, equal opportunities and confidentiality. - Ability to communicate, record and present written reports. - Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. - Ability to work independently, taking responsibility to deliver learning, including to pupils with additional needs. - Ability to self-evaluation learning needs and actively seek learning opportunities. - ICT competent with a working knowledge. - Ability to think laterally and creatively.	- Has an up-to-date knowledge of relevant legislation and guidance in relation to working with and the protection of children and young people. - Good understanding of equal opportunities issues as they affect pupils and their families. Knowledge and understanding of the nature and effects of racial and economic disadvantage and inner-city deprivation and the ability to develop appropriate responses to the needs arising. - Working knowledge of school procedures. - Evidence of understanding professional development - Contribute to the development and training of other staff. - Ability to self-evaluate learning needs and actively seek learning opportunities. - Able to manage challenging behaviours. - Ability to work effectively with a variety of support services. - Hold a full, valid UK driving Licence	Application Form Interview References
Personal Qualities	- Ability to be self-motivated, energetic having resilience and determination, showing initiative and have good analytical and organisational skills with an ability to prioritise and time management. - Ability to work under pressure in a constantly changing and demanding environment - Having commitment, taking ownership, and following things through to completion - Commitment to equality of opportunity and inclusion based on a respect for all children. - Ability to be diplomatic, tactful and maintain confidentiality. - Effective and sensitive liaison with parents. - Evidence of being a constant learner (through undertaking recent professional development); ever ready to meet changing circumstances and to improve own knowledge and skills. - Willing to seek advice and respond to advice positively. - A flexible and adaptable approach to working hours and the range of duties this role can involve. - To have a sense of humour. - Good communication skills. - To able to deal with stressful and emotional demands of the post. - Interests other than education.		Interview References