

# Person Specification

## Teaching Assistant Level 3

Cidari Multi Academy Trust  
St Luke and St Philip's Church of England Primary Academy  
Salary: NJC Pay Scale Grade E SCP 9-15  
Reporting to: Class Teacher  
Deployed by: Headteacher

Prepared by:	Louise Gregson	Approved by:	Laura Wright-Dixon
Prepared on:	8 <sup>th</sup> April 2025	Approved on:	25 <sup>th</sup> April 2025
Reviewed by HR:	Laura Wright-Dixon	Permitted use:	Cidari Primary Academies
Reviewed on:	24 <sup>th</sup> April 2025	Applicable Terms	The Green Book

Selection decisions will be based on the criteria outlined in this person specification. At each stage of the recruitment process, the appointment panel will assess the extent to which candidates meet the criteria and demonstrate their ability to carry out the duties set out in the job description.

Candidates who do not meet all of the essential criteria will not be considered for appointment.

A range of assessment methods will be used to determine each candidate's suitability for the role. These may include (but are not limited to) the application form, supporting statement, interview tasks, formal interview, and references.

The successful applicant will be required to safeguard and promote the welfare of children and young people, and must demonstrate this commitment throughout the recruitment process and in their day-to-day work.

### [A] Qualifications

	Qualification requirements	Essential/ Desirable
A1	GCSE English and Maths at Level 4 (Grade C) or above	E
A2	NVQ Level 3 or equivalent qualification in childcare or support for teaching and learning	E
A3	Evidence of regular and recent professional development through CPD/INSET	E
A4	Willingness to undertake appropriate first aid training	E

### [B] Experience

		Essential/ Desirable
B1	Working with small groups in a school setting	E
B2	Working with primary school aged children	E
B3	Experience of contributing to planning and supporting pupils' needs	E
B4	Experience of liaising with parents	E
B5	Experience of working with minority communities and children with EAL	D





## [C] Knowledge, Skills & Abilities

		Essential/ Desirable
C1	Knowledge of pupil's educational development and strategies for behaviour management	E
C2	Knowledge of effective teaching and learning strategies	E
C3	Knowledge of classroom roles and responsibilities	E
C4	Ability to work as part of an effective team showing enthusiasm, adaptability and flexibility	E
C5	Ability to form good working relationships with children, parents and colleagues	E
C6	Ability to maintain confidentiality	E
C7	Knowledge of the needs of all pupils, including children with SEN or the more able	E
C8	Good communication skills in English both verbally and in written form	E
C9	Good time management and organisational skills	E
C10	Ability to deal with common accidents and injuries	E
C11	Willingness to support the Christian Values and Mission Statement of the school	E

## [D] Other / Personal Qualities

		Essential/ Desirable
D1	Commitment to undertake in-service development and other CPD	E
D2	Willingness to participate in and lead additional activities e.g curricular activities and events	E

## [E] Safeguarding

		Essential/ Desirable
E1	Commitment to safeguarding and protecting the welfare of children and young people	E
E2	The ability to form and maintain appropriate relationships and personal boundaries with young people	E
E3	Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people	E
E4	Will co-operate and work with relevant agencies to protect young people	E

## [F] Confidential References

F1	Positive reference from current employer or training provider confirming suitability to work with children	E
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F2	Positive recommendation from referees	E
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## [G] Application Form and Supporting Statement

Applications will only be accepted when using a Cidari online application form through the designated recruitment platform. The supporting letter/ statement must be submitted as a PDF with a font size no smaller than 11pts and limited to 3 pages. It should be clear, concise and related to the job description and person specification. It should have particular reference to your own experience explaining how as an associate member of staff you will motivate and work with others to create and sustain a school vision and positive ethos that will also add value to the development of wider Trust.