Shropshire Hills Federation

Person Specification

Job Title : Teaching Assistant – Level 3 **School: Shropshire Hills Federation**

Attributes	Essential (✓)	Desirable (✓)	Method used to gather information *(A – Application form I – Interview T – Test P – Presentation)*
Qualifications			
5 G.C.S.E or equivalent, including Maths and English		✓	
Teaching Assistant Induction Training	✓		
Teaching Assistant NVQ Level 3 or have completed training of a similar standard (including NNEB or a certificate in Literacy & Numeracy for Support Assistants)	✓		
First Aid qualification		✓	
Work or relevant experience			
At least 4 - 5 years relevant experience working in an educational setting	✓		
Experience of classroom administration support	✓		
Ability to plan and organise effectively	✓		
Ability to work with small groups or an individual pupil	✓		

Knowledge and understanding			
An comprehensive knowledge of school based education including child development	✓		
National learning strategies including Literacy and Numeracy	✓		
Non-school based support agencies	✓		
Skills and Abilities (relevant to post)			
Good communication skills and ability to relate well to children, staff and parents	✓		
Evidence of working as part of a team	✓		
ICT and the willingness to update skills and undertake further training	✓		
Ability to supervise whole classes	✓		
Specialist skills, training or experience e.g. Art, Music, ICT, display etc.		✓	
Ability to train, supervise and develop other staff		✓	
Personal Qualities			
Ability to bring to the role, initiative, enthusiasm and commitment	✓		
Flexibility and reliability	✓		
Willingness to develop skills with further training	✓		