



FCJ Primary School

Person Specification – Teaching Assistant

	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> • Good level of general educational achievement. Evidence of continuing training beyond school level (GCSE level Maths and English Grade C or above) • A Relevant qualification in Childcare and/or Education • Level 3 Diploma in Childcare in Education (formerly known as NNEB Diploma in Nursery Nursing) or • NVQ level 4 Childcare in Education, City and Guilds Advanced Certificate in Learning Support • Willingness to participate in other development and training opportunities 	<ul style="list-style-type: none"> • Evidence of specialism in specific curriculum areas, or areas of particular learning difficulty • Paediatric First Aid qualification and understanding of First Aid procedures • ELSA trained • Food Hygiene Certificate
Experience	<ul style="list-style-type: none"> • Experience of working with children in a school setting who have a wide variety of educational needs 	<p>In addition, the Teaching Assistant should have experience of:</p> <ul style="list-style-type: none"> • A minimum of two years' experience as a TA with evidence of relevant INSET undertaken • Experience of working with young children in a variety of settings • Pre-school and/or Reception Stage experience
Knowledge and understanding	<p>The TA should have knowledge and understanding of how children develop</p> <ul style="list-style-type: none"> • how to support children in Maths and English • supporting children with Special Educational Needs • how children learn and how to motivate them • the needs of young children • child development and the ways in which children learn • the roles played by various adults in a child's education • behaviour management strategies • equal opportunities • safeguarding 	<ul style="list-style-type: none"> • Ability to liaise with parents and other agencies
Skills	<p>The Teaching Assistant will be able to:</p> <ul style="list-style-type: none"> • display a real enthusiasm for working with children and helping them to succeed 	<p>In addition, the Teaching Assistant might also be asked to:</p> <ul style="list-style-type: none"> • monitor, record and make basic assessments about individual progress • suggest alternative ways of helping children if they are unable to understand

	<ul style="list-style-type: none"> • assist children on an individual basis, in small groups and whole class work • explain tasks clearly and foster independence • supervise children, and adhere to defined behaviour management policies • accept and respond to authority and supervision • work with guidance, but under limited supervision • demonstrate a flexible, positive approach, along with good organisational skills • understand and demonstrate the importance of professional confidentiality • reflect on and develop professional practice • display work effectively, and make and maintain basic teaching resources • work with an individual or group of children • reinforce teaching points during teacher input • discuss misunderstanding and misconceptions with children • teach new concepts as agreed with the class teacher • model acceptable behaviour • provide strategies for spelling, reading, number skills • assess children’s understanding of text and reading skills • assess children’s understanding of maths concepts • discuss with children their understanding of learning objectives • suggest ways of developing learning & encourage good social skills • update assessments and Individual Education Programmes • liaise with the SENCO and outside agencies • take an active involvement in short-term planning 	<ul style="list-style-type: none"> • describe, in simple terms, the process of behaviour management with children • identify gaps in their own experience requiring professional development • demonstrate the ability to learn and adapt from past experience • provide support to less experienced Teaching Assistants
Personal Qualities	<ul style="list-style-type: none"> • a positive interest in working with children • adaptability • ability and willingness to work constructively as part of a team • ability to work calmly and with patience • to build positive relationships with both pupils and parents • a commitment to helping children achieve, through education and learning • emotionally literate • to be a positive role model to pupils and staff 	

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an enhanced DBS check and complete the required Personal & Health Declarations.