Person Specification – TA3

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications		
NVQ level 3 or above qualification (or equivalent) - in exceptional circumstances, where local circumstances dictate, qualifications may be viewed as desirable	E	
Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy	D	
Experience		
Experience of working with children	E	
Experience of working in a relevant classroom/service environment	E	
Experience of Administrative work	D	
Experience of supporting pupils with challenging behaviour	D/E	
Knowledge/skills/abilities		
Ability to relate well to children	E	
Ability to work as part of a team	E	
Good communication skills	E	
Ability to relate well to parents/carers	E	
Ability to supervise and assist pupils	E	
Time management skills	D	
Organisational skills	E	
Knowledge of classroom roles and responsibilities	E	
Knowledge of the concept of confidentiality	D	
First Aid Certificate	D	
Administrative skills	E	
Knowledge of Early Years Foundation Stage	E	
Knowledge of strategies, for example numeracy and literacy	E	
Ability to make effective use of ICT	E	
Ability to assess children's development	E	
Ability to plan and deliver work programmes	E	
Flexible attitude to work	E	

Other Commitment to undertake in –service development Commitment to safeguarding and protecting the welfare of children and young people	E E	