



GEORGE SPICER PRIMARY SCHOOL

Personal Specification

JOB TITLE: TEACHING ASSISTANT

GRADE: SCALE 3

HOURS: 31 hours 50 mins per week / 38 weeks per annum

How Tested:

A - Application form

I - Tested at interview

CORE REQUIREMENTS	ESSENTIAL CRITERIA	HOW TESTED	DESIRABLE CRITERIA	HOW TESTED
1. ATTAINMENTS Education & Qualifications	E* Educated at GCSE Standard including Maths and English (Grade A-C) AND/OR E* a Childcare Qualification to NVQ Level 2 standard	A A		
2. SKILLS/ KNOWLEDGE/ ABILITIES/ APTITUDES	E* Skills and ability to support teachers within the learning environment AND/OR E* Practice of working with and supporting children. AND/OR E* Skill of undertaking clerical/administrative duties. E* An interest and commitment to work related training E* Ability to communicate effectively both verbally and in writing E* Good interpersonal skills E* Ability to cope with and adapt to change E* Ability to work with other team members and to contribute imaginatively to team development E* Ability to work co-operatively and flexibly within a team E* An understanding and importance of confidentiality E* Ability to act and work on own initiative	A/ I A/ I A/ I A A/ I A / I I A/ I A/ I A/ I A/ I	D* Familiarity with the educational environment D* Knowledge of the National Curriculum D* Knowledge of Basic First Aid D* Experience with behaviour management D* Knowledge of Special Educational Needs	A/I A/I A/I I I

CORE REQUIREMENTS	ESSENTIAL CRITERIA	HOW TESTED	DESIRABLE CRITERIA	HOW TESTED
3. COMMITMENT TO THE PROMOTION OF EQUAL OPPORTUNITIES ISSUES	E* An understanding of Equal Opportunities Issues	A		
4. COMMITMENT TO THE PROMOTION OF HEALTH AND SAFETY AT WORK	E* An understanding of the importance of Health and Safety at Work	A/ I		