

PERSON SPECIFICATION FOR THE POST OF TEACHING ASSISTANT (Out of Hours Setting, Sunshine Club) – NORMANBY PRIMARY SCHOOL



CATEGORY	ESSENTIAL	DESIRABLE	WHERE IDENTIFIED
APPLICATION	<ul style="list-style-type: none"> <li>• High Standard of Presentation</li> <li>• Well-structured supporting letter</li> <li>• Fully supported in references</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• References</li> </ul>
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• Level 2 Teaching Assistant Qualification or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid Certificate (in date)</li> <li>• Food Hygiene Certificate (in date)</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>• Experience of working in a childcare education or similar environment</li> </ul>	<ul style="list-style-type: none"> <li>• Collaborative working within a team</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
SKILLS	<ul style="list-style-type: none"> <li>• Be able to work as part of a team in a school</li> <li>• Communicate effectively with colleagues</li> <li>• Ability to plan time effectively</li> <li>• Excellent relationships with young people</li> </ul>	<ul style="list-style-type: none"> <li>• Good ICT skills for learning and administrative requirements</li> <li>• Delivery of phonics packages</li> </ul>	<ul style="list-style-type: none"> <li>• References</li> <li>• Interview</li> </ul>
SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> <li>• Understanding of 'KCSIE' and Local Safeguarding Procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of curriculum matters in Key Stage 1</li> </ul>	<ul style="list-style-type: none"> <li>• References</li> <li>• interview</li> </ul>
HEALTH	<ul style="list-style-type: none"> <li>• Excellent attendance record at current setting</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• References</li> </ul>

PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> <li>• The desire to make a contribution towards the ethos and vision of our Trust</li> <li>• A commitment to raising pupil attainment through securing high standards of pupil welfare</li> <li>• Willingness to undertake further training or development work required of the position</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to respond to developing needs</li> <li>• Ability to motivate and engage</li> </ul>	<ul style="list-style-type: none"> <li>• References</li> <li>• Interview</li> </ul>
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