

THE RADCLYFFE SCHOOL

“Working Together for Excellence”



LEVEL 2 TEACHING ASSISTANT Person Specification

	Essential	How Assessed
Education & Qualifications	<ul style="list-style-type: none"> • NVQ 2 for Teaching Assistants or equivalent qualification or experience (min 2 yrs suggested) • Good numeracy/literacy skills equivalent to L1 Literacy and Numeracy or GCSE English & Maths. • Completion of DfES Teacher Assistant Induction Programme. • Willingness to undertake training in relevant learning strategies eg literacy/Key Stage 3 • First Aid at Work Certificate (<i>where appropriate</i>) 	Certificates and references. Interview Selection Certificates and references
Knowledge & Experience	<ul style="list-style-type: none"> • Working with or caring for children of a relevant age to those in the school • Basic understanding of a child’s development and learning. • Understanding of the relevant policies/codes of practice/ and awareness of relevant legislation (define) in the context of your role • General understanding of national/foundation stage curriculum and other relevant learning programmes/strategies • Knowledge & experience of resources preparation to support learning programmes 	Interview, Selection Exercises and references
Skills & Abilities	<ul style="list-style-type: none"> • To build effective working relationships with students & colleagues • Effective use of ICT to support learning including basic first line problem solving such as paper jams, equipment not printing etc. • Familiar with the use of other equipment technology such as video, photocopier. • To work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. • To promote a positive ethos & good role model • To liaise sensitively & effectively with parents & carers, recognising your role in students’ learning • Understanding of inclusion and how it applies in a school setting • To constantly improve own practice/knowledge through self evaluation and learning from others 	Interview, Selection Exercises and references
Work Circumstances	<ul style="list-style-type: none"> • To work flexibly as the workload demands • Occasional out of hours working to support school functions 	Interview and references

A Specialist Technology College