

ESH WINNING PRIMARY SCHOOL

**Person Specification**

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| **JOB TITLE**   | 2-Year-Old Provision Teaching Assistant   |
| **GRADE**  | SCP 3-4  |

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| **Minimum Essential Requirements**  | **Method of Assessment**  |
| **Experience/Qualifications**   |
| Hold an appropriate Level 3 qualification  | Application form   |
| **Knowledge**  |
| Knowledge and understanding of the EYFS curriculum, age range, learning styles or SEN as determined by the SEN Code of Practice or the particular needs of the school pupils  | Interview / application form  |
| To have due regard for equal opportunities, confidentiality, child protection procedures and Health & Safety issues  | Interview / application form  |
| Ensure that pupil’s safety is a priority at all times  | Interview / application form  |
| Have due regard to confidentiality, child protection procedures, Health and Safety, other statutory requirements and the policies of Esh Winning Primary School  | Interview / application form  |
| **Skills and Competencies**   |
| Be able to work in line with school policies and procedures  | Interview / application form  |
| Be able to support pupils in a variety of situations  | Interview / application form  |
| Assisting in the preparation and review of learner plans  | Interview / application form  |
| To be able to work cooperatively as part of a team.  | Interview / application form /reference  |
| Ability to support with documenting children’s learning and development together with basic administration tasks (e.g. Record keeping copying, displays.)  | Interview / application form  |
| Be able to support with the monitoring, recording and evaluation of pupils’ progress, including providing feedback on observations undertaken  | Interview / application form  |
| Ability to assist in the assessment of individual pupils and to carry out individual observations together with a good knowledge of how children develop and learn effectively.  | Interview / application form  |
| Be able to support with developing effective approaches to manage behaviour and discipline problems  | Interview / application form  |
| Have high expectation of all pupils and be committed to raising their education achievement  | Interview / application form  |
| Capacity to assisting in compiling and maintaining pupils’ records  | Interview / application form  |
| Undertaking duties in connection with personal hygiene and welfare of pupils as directed by the teaching staff  | Interview / application form  |
| Be able to use ICT to support learning   | Interview / application form  |
| Be a role model for pupil in terms of appearance and behaviour  | Interview / application form / reference  |
| Be flexible and reliable   | Interview / application form / reference  |
| Be willing and able to provide occasional cover / supervision in the absence of the class teacher  | Interview / application form  |
| Be willing to undertake general hygiene routines in the environment  | Interview / application form  |