

PERSON SPECIFICATION



JOB TITLE	GRADE	SCHOOL	SERVICE AREA
Teaching Assistant	Level 2, Grade 4	Sandy Lane Nursery and Forest School	Families and Wellbeing Directorate

'Sandy Lane Nursery and Forest School, as an aware employer, is committed to safeguarding and protecting the welfare of children as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the Borough Council on its behalf.'

NOTE TO APPLICANTS

Whilst all points on the specification are important, those marked 'E' (essential) are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

(*See grid overleaf)

CRITERIA	NECESSARY REQUIREMENTS	* M.O.A.
EXPERIENCE (Required to do the job) Consider type, paid, unpaid, depth	<ul style="list-style-type: none"> Minimum two years' experience of working with and/or caring for children in an Early Years setting; and NVQ II (or equivalent) in teaching assistance E Experience of working in a school setting D Experience of working as a key worker D Experience of resources preparation to support learning programmes D General awareness of inclusion, especially within a school setting E 	A, I, C A, I A, I A, I A, I
SKILLS AND ABILITIES Consider level and type, eg, written, verbal, numerical, supervisory or other job related skills including suitability to work with children and/or vulnerable adults	<ul style="list-style-type: none"> Ability to work effectively within a team environment, understanding classroom roles and responsibilities E Ability to build effective working relationships with all pupils and colleagues E Ability to promote a positive ethos and role model positive attributes E Ability to work with children at all levels, regardless of specific individual need E Good personal numeracy and literacy skills E Working knowledge of ICT D Ability to converse at ease with customers and provide advice in accurate spoken English E 	A, I A, I A, I A, I A, I A, I
EDUCATION/QUALIFICATIONS/ KNOWLEDGE Consider level and type, eg, vocational training, job-related	<ul style="list-style-type: none"> Early Years Practitioner Level 2 (or equivalent) in teaching assistance E General understanding of Early Years Foundation Stage and other basic learning programmes/techniques E Knowledge of effective use of ICT to support learning E Understanding of other basic technology – DVD/video/photocopier D Willingness to participate in relevant training and development opportunities E 	A, I, C A, I A, I I I

CRITERIA	NECESSARY REQUIREMENTS	* M.O.A.
	<ul style="list-style-type: none"> Willingness to undertake training for first aid in-house administration Training in literacy/numeracy strategies Training in special educational needs strategies 	I A, I A, I
OTHER REQUIREMENTS Hours of work, rota patterns, working conditions, location and the requirement to drive should be stated if essential to the job	<ul style="list-style-type: none"> Enhanced DBS (Disclosure and Barring Service) certificate is required to do this job Working as Teaching Assistant as defined by the job description - variable permanent hours up to 37 hours per week (minimum 7.4 hours), term time only (plus 5 INSET days). Please note, current requirement is the minimum one day per week (as at April/May 2025) 	C
COMMITMENT TO EQUALITY AND DIVERSITY Consider the level of understanding and knowledge required	<ul style="list-style-type: none"> Ability to understand and demonstrate a commitment to equality and diversity High expectations; respect for children's social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements 	I A, I
COMMITMENT TO SERVICE DELIVERY/CUSTOMER CARE Consider level of knowledge required	<ul style="list-style-type: none"> Demonstrate high expectations of all children; respect for their social, cultural, linguistic, religious and ethnic backgrounds; commitment to raising their educational achievements Ability to build and maintain successful relationships with children, treat them consistently with respect and consideration and demonstrate concern for their development as learners Demonstrate and promote the positive value, attitudes and behaviour they expect from the children with whom they work Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice Ability to liaise sensitively and effectively with parents and carers, recognising role in children's learning Ability to improve their own practice through observations, evaluation and discussion with colleagues 	A, I A, I I A A A, I

COMPLETED BY	DATE	APPROVED BY	DATE
J Wilkie	October 2018	PERSONNEL AND FINANCE COMMITTEE	

METHOD OF ASSESSMENT (* M.O.A.)

A = APPLICATION FORM, C = CERTIFICATE, E = EXERCISE, I = INTERVIEW, P = PRESENTATION, T = TEST, AC = ASSESSMENT CENTRE