



GENERIC PERSON SPECIFICATION

DEPARTMENT/SCHOOL:

POST TITLE: CLASSROOM ASSISTANT

GRADE:

E = ESSENTIAL

D = DESIRABLE

SKILLS

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|---|---|----------|
| ☞ | 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 |

KNOWLEDGE & UNDERSTANDING

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|---|--|----------|
| ☞ | General understanding of national curriculum, EYFS curriculum and other basic learning | E |
| | Programmes/techniques (within specified age range/subject area) | |
| ☞ | General awareness of inclusion, especially within a school setting | E |
| ☞ | Experience of resources preparation to support learning programmes | D |
| ☞ | Effective use of ICT to support learning | E |
| ☞ | Understanding of other basic technology - video, photocopier | D |

QUALIFICATIONS

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|---|---|----------|
| ☞ | Minimum 2 years experience of working with &/or caring for children | E |
| | Within specified age range/subject area and NVQ II or equivalent in teaching assistance | |
| ☞ | Above within an educational setting | D |
| ☞ | Requirement to complete appropriate Teacher Assistant Induction Programme | E |
| ☞ | Willingness to participate in relevant training and development opportunities | E |
| ☞ | Training in special educational needs strategies | D |
| ☞ | Willingness to undertake appointed person certificate in first aid administration. | D |

PROFESSIONAL VALUES AND PRACTICE

Must be able to demonstrate all of the following

- ☞ High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements.
- ☞ Ability to build and maintain successful relationships with pupils, 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 pupils with whom they work.
- ☞ Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice
- ☞ Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning.
- ☞ Able to improve their own practice through observations, evaluation and discussion with colleagues.