

HANGING HEATON CE(VC) JUNIOR AND INFANT SCHOOL
Personnel Specification

Post Title: Educational Teaching Assistant

	Criteria	Rank	How identified
Relevant Experience	Experience of working with children/young people in a school environment.	E	Application form/Selection process
	Experience of assisting class teacher in delivering the curriculum.	E	
Education and Training	Numeracy and Literacy skills to a level to assist pupils with their work.	E	Application form/Selection process/Certificates
	Level 2 Adult Numeracy and Level 2 Adult Literacy.	E	
	NVQ 3 for Teaching Assistants or equivalent qualifications (eg. Level 3 Diploma in Supporting Teaching and Learning in Schools) or experience. Training in the relevant learning strategies e.g. literacy	D	
General and Special Knowledge Skills	Understanding of Child Development and Learning.	E	Application form/Selection process
	Understanding and commitment to the Local Authority's Equality and Diversity Policy and how this relates to the duties of the job.	D	
	Knowledge of the national curriculum applicable to the school.	D	
Skills and Attributes	Effective use of ICT to support learning.	E	Application form/Selection process
	Ability to assist the teacher in planning class activities.	D	
	Ability to communicate effectively with pupils, parents and staff members.	E	
	Ability to relate to children/young people from diverse/social backgrounds. Ability to work as a team member.	E	
	Ability to work with children exhibiting behavioural difficulties	E	
Any Additional Factors	Understanding of relevant policies/codes of practice and awareness of relevant legislation.	D	Application form/Selection process
	Commitment to ongoing personal training and development.	E	

	Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	E	
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NOTE TO APPLICANTS: Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. You will only be shortlisted from the details on your application form and accompanying letter if you meet all the criteria ranked E.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this. Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc

Completed forms should be returned to the Headteacher at the school by noon on Friday 12th November.