



Grade 3 Permanent Teaching Assistant Job Specification



Criteria	Essential	Desirable	Method of gathering
Application	Full supported in reference Supporting Letter		Application Form
Qualifications and Training	<ul style="list-style-type: none"> NVQ Level 3 teaching assistant or CACHE level 3, or equivalent qualification Good basic level of qualification in English and Maths Be committed to professional development 	<ul style="list-style-type: none"> Attendance at courses covering other aspects of children's care Certificate or qualification in a specific area of SEND A valid First Aid Certificate 	Application form Certificates presented at interview
Experience	<ul style="list-style-type: none"> Experience of working with pupils with SEND Experience of the direct teaching of interventions to meet needs of pupils Experience of working in all age phases Experience of supporting pupils with learning, behavioural, emotional, communication, social, sensory and physical difficulties Experience of assisting planning and evaluating learning activities Experience of following programmes of learning for individual pupils 	<ul style="list-style-type: none"> Experience of working with teacher to track progress and plan lessons Experience of assisting planning programmes of learning for individual pupils 	Application form Certificates presented at interview
Skills, Knowledge and Aptitude	<ul style="list-style-type: none"> Knowledge and understanding of child development Knowledge of a range of positive behaviour management strategies A good understanding of children's learning 	<ul style="list-style-type: none"> Ability to work in a coordinated way with other professionals 	Application form Interview References

	<ul style="list-style-type: none"> • Ability to follow teacher’s planning in all developmental areas • Excellent behaviour management strategies • Ability to readily establish and sustain good and effective relationships in a team • Good communication skills – written and verbal • Knowledge and compliance with policies and procedures relevant to child protection and health and safety • Exemplary practical, interpersonal and organisational skills 	<ul style="list-style-type: none"> • Experience of contributing to the maintaining of pupil records 	
Personal Attributes	<ul style="list-style-type: none"> • Flexible and adaptable in order to work with a wide range of people • Motivation to continue personal and professional development • Resilient and able to remain positive and calm at all times • Enthusiasm and sensitivity whilst working with children and adults • A positive, non-discriminatory attitude • An awareness of confidentiality • Ability to work well within a supportive teamwork structure • Be able to take direction, but able to use initiative • Confidence to reflect critically on own performance • Demonstrate creativity and imagination, showing an ability to adapt teaching styles to the needs of pupils • Willingness to contribute to the wider life of the school including a weekly After School Club 		Application form Interview References
Disclosure of Criminal Record	Enhanced DBS		Disclosure and Barring Service