

The Coppice Primary School
HIGHER LEVEL TEACHING ASSISTANT (GRADE 4) PERSON SPECIFICATION

The Coppice Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Minimum Essential	Method of Assessment
Skills /Knowledge	
Knowledge of and experience of EYFS	Application Form, Interview
Understanding of relevant policies/codes of practice and awareness of relevant legislation	Application Form, Interview
General understanding of national/foundation stage curriculum and other relevant learning programmes/strategies (desirable)	Interview, References
Good understanding of child development and learning	Interview, References
Ability to self-evaluate learning needs and actively seek learning opportunities	Interview
Ability to relate well to children and adults	Interview, References
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	Interview, References
Effective use of ICT to support learning	Application form, Interview
Has speaking and listening skills to extend language in discussion	Interview, References
Can manage the behaviour of pupils in accordance with the Behaviour Management Policy	Application Form, Interview
Has a caring positive attitude towards pupils welfare	Interview
Has an awareness of pupils with special educational needs	Interview, References
Can maintain trust and confidentiality where appropriate	Interview

Can assist the school in forming a partnership with parents	Application Form, Interview
Has sufficient practical and organisational skills to contribute to the preparation and management of educational resources	Application Form, Interview
Can complete and maintain pupils records	Interview, References
Experience, qualifications, and training (if any)	
A currently accepted Early Years Educator qualification	Application Form
Training in relevant learning strategies e.g. early reading/synthetic phonics	Application Form
First aid training as appropriate (desirable)	Application Form
Experience working with or caring for children of relevant age	Application Form, Interview
Suitable numeracy and literacy skills and demonstration of good use of standard English and grammar	Application Form, Interview
Work related circumstances	
Can allocate some contractual time to after school staff meetings when appropriate	Application Form, Interview
Can attend training days as and when required	Application Form, Interview
Can maintain personal presentation that sets high standards for the pupils	Interview
Can work within School Policies to do with Equal Opportunities, Safeguarding and Child Protection, Health & Safety etc.	Application Form, Interview
Will be prepared to cover teaching staff as required (including at short notice)	Interview