

## The Coppice Primary School TEACHING ASSISTANT LEVEL 2 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
<b>Skills /Knowledge</b>	
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
<b>Experience, qualifications, and training (if any)</b>	
NVQ2 for Teaching Assistants or equivalent qualification or experience	Application Form
Training in relevant learning strategies e.g. literacy	Application Form
First aid training as appropriate (desirable)	Application Form
Experience working with or caring for children of relevant age	Application Form, Interview
Good numeracy/literacy skills	Application Form, Interview
<b>Work related circumstances</b>	
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, Child Protection, Health & Safety, Behaviour	Application Form, Interview
Will be prepared to cover teaching staff at short notice for short intervals if required	Interview