

The Coppice Primary School TEACHING ASSISTANT LEVEL 1 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	
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
Basic 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 (desirable)	Application form, Interview
Use of other equipment technology – e.g. camera, photocopier	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)	
NVQ2 for Teaching Assistants or equivalent qualification or experience	Application Form
Training in the relevant learning strategies e.g. literacy	Application Form
Experience working with or caring for children of relevant age	Application Form, Interview
Good numeracy/literacy skills	Application Form, Interview
Work related circumstances	
Can allocate some contractual time to the whole of, or part of, staff training days when appropriate	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 etc.	Application Form, Interview