



Class Teaching Assistant - Personal Specification

Essential	Desirable
Experience, Qualifications and Training	
<p>Previous teaching assistant experience</p> <p>NVQ Level 3 qualification or equivalent</p> <p>GCSE in English and Maths Grade C or better</p> <p>Two positive references evidencing essentials</p> <p>Relevant personal and professional development</p> <p>Willingness to attend training and briefings</p>	<p>Degree level qualification in Education or Childcare</p> <p>Additional qualifications in this area</p> <p>Coaching and mentoring experience</p> <p>Liaise with other teaching assistants in network</p> <p>HLTA training or aspiring to gain the qualification</p> <p>Phonics training (Sounds Write)</p> <p>Speech and Language training</p>
Knowledge, Skills and Understanding	
<p>Effective listening, oral, literacy and maths skills</p> <p>Phonics knowledge and understanding in teaching and learning</p> <p>Computer literate in: Word; PDF; Emails; Use of the Internet</p> <p>Able to build positive working relationships with all</p> <p>High Expectations of pupil outcomes and standards</p> <p>Able to work flexibly, as part of a team whilst using own initiative and following guidelines</p> <p>Knowledge and understanding in the EYFS or National Curriculum (whichever is relevant to post)</p> <p>SEND - My Plan, My Plan + and EHCP – effective work with pupils</p> <p>Strong behaviour management and high expectations of pupil's attitudes and aspirations</p> <p>Able to follow class plans, school policies and procedures</p> <p>Support the teacher in providing resources and a learning environment</p> <p>Effective teaching of groups and individuals</p> <p>Able to assess pupil's learning effectively and use to teach next steps</p>	<p>Developing and maintaining contacts with external agencies; Seeking best practise from others</p> <p>SEND – knowledge and understanding of SEMH, ASD and other SEND categories</p> <p>Creative in curriculum design, the environment and ideas for improvement</p> <p>Knowledge of Development Matters and the EYFS from Nursery</p> <p>Prepared to provide wider opportunities in extra-curricular activities and enrichment activities across the school</p>
Personal Qualities and Expected Behaviours	
<p>Child-centred beliefs and values</p> <p>Clear communicator with good interpersonal skills</p>	

<p>Organised and able to work to deadlines</p> <p>Maintain confidentiality and data protection</p> <p>Remain impartial, diplomatic and tactful</p> <p>Openness to learning and change</p> <p>Positive attitude to personal development and training</p> <p>Punctual, organised with good time management skills</p> <p>Share the school's ethos and values</p> <p>Friendly disposition with a team spirit</p> <p>Self-motivated and uses initiative</p> <p>Resilient and Patient</p>	
<p>Requirements</p>	
<p>Briefly cover the class for the teacher to deal with class issues</p>	<p>With HLTA status cover the class for short absence or meetings</p>