

**Honeywell**

**INFANT SCHOOL**

**Teaching Assistant**

**Personal Specification**

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|  | Essential  | Desirable | How Evidenced |
| Qualifications and experience | * A good standard of education particularly in English and Mathematics
* Working with children in mainstream or specialist settings, in a paid or voluntary capacity
* Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
* Ability to relate well to children and adults
* Effective use of ICT to support learning
* Has an awareness of pupils with special educational needs
* Has sufficient practical and organisational skills to contribute to the preparation, management and use of educational resources
* Can complete and maintain pupil records
* Ability to self-evaluate learning needs and actively seek learning opportunities
 | * Knowledge of Safeguarding
 | * Application Form
* Interview
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| Knowledge and understanding | * Understanding of relevant policies/codes of practice and awareness of relevant legislation
* General understanding of EYFS/National curriculum and other relevant learning programmes/strategies
* Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of pupils
 |  | * Application Form
* Interview
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| Skills | * Good communication skills
* Ability to demonstrate active listening skills
* Ability to consistently and effectively implement agreed behaviour management strategies
* Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils’ needs, encouraging the pupil to stay on task
* Ability to monitor the pupil’s response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes
* Ability to carry out and report on systematic observations of pupil’s knowledge, understanding and skills
* Ability to assist in the recording of lessons and assessment as required by the teacher
* Ability to establish positive relationships with pupils and empathise with their needs
 |  | * Application Form
* References
* Interview
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| Personal Characteristics | * Ability to maintain confidentiality on all school matters
* Has a caring positive attitude towards pupils welfare
* Positive, patient, resilient and resourceful
* Hard working, team player
* Time management & organisational skills
 |  | * Application Form
* References
* Interview
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| Disclosure of Criminal Record | * Enhanced DBS
 |  | * DBS Disclosure Form
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September 2024