

**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 |
| 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 |
| 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 |
| 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 |
| Disclosure of Criminal Record | * Enhanced DBS |  | * DBS Disclosure Form |

January 2020