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| **• Be able to model excellent communication and interpersonal skills.**  **• Have a good understanding of how children learn.**  **• Be flexible and able to adapt to the needs of the children.**  **• Support children with SEND.**  **• Be committed to raising standards.**  **• Be able to liaise closely and develop a working relationship with teachers, support staff, parents and the wider community.**  **• To carry out negotiated duties which involve the support of individual students or small groups of students, assisting with learning related activities.**  **• To assist class teachers with the preparation of teaching materials and other resources.** |



**Employee Specification**

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| **Post Title: Teaching Assistant Grade 3** | | | **The Every Child Matters Academy Trust** | **Grade: 3** | |
| **Criteria No** | **Attributes** | | **Criteria** | **How Identified** | **Rank** |
| 1. | **Experience** | | Recent relevant experience | A/I | Desirable |
| 2. |  | | Working with or caring for children of relevant age | A/I | Desirable |
| 3. |  | | General technical/resource support | A/I | Desirable |
| 4. |  | | Experience in EYFS | A/I | Desirable |
| 5. | | **Education and Training Attainments** | Good numeracy/literacy skills | A/I | Essential |
| 6. | |  | 2 GCSEs at grade A to C in English and Maths or equivalent (e.g. NVQ level 2 or Level 2 Certificate) | A/I | Essential |
| 7. | | Training in relevant learning strategies e.g. literacy | A/I | Desirable |
| 8. | | First aid training/training as appropriate | A/I | Desirable |
| 9. | | Participate in development and training opportunities | A/I | Essential |

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| 10. | | **General and Special Knowledge** | Effective use of ICT to support learning | A/I | Desirable |
| 11. | |  | Use other equipment technology e.g. computer, video, photocopier | A/I | Desirable |
| 12. | | General understanding of national/foundation stage curriculum and other basic learning programmes/strategies | A/I | Desirable |
| 13. | | Basic understanding of child development and learning | A/I | Desirable |
| 14. | **Skills & Attributes** | | Ability to relate well to children and adults | A/I | Essential |
| 15. |  | | Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these | A/I | Essential |
| 16. | Use of relevant equipment / resources | A/I | Desirable |
| 17. | knowledge of particular subject/technical area | A/I | Desirable |
| 18. | Ability to identify own training and development needs and co-operate with means to address these | A/I | Essential |
| 19. | **Additional factors** | | Demonstrate a commitment to Equal Opportunities  Interest in or experience of providing Physical Education/Sport activities | A/I | Essential  Desirable |
| 20. |  | | To comply with all Trust policies adopted by the Trust Board for example, Health and Safety, Equal Opportunities, child Protection and data protection. | A/I | Essential |