

 <p>Hollyfast Primary School <b>Personal Specification for Teaching Assistant</b></p>	<p><b>Job Title:</b> Teaching Assistant  <b>Grade:</b> Grade 3 (4-7 Depending on experience )  <b>Directorate:</b> People  <b>Service:</b> Primary Schools  <b>Location:</b> Hollyfast Primary School</p>
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<p><b>Teaching Assistant</b></p> 	<p><b>INTRODUCTION</b>  In order to meet the high standards expected of a Teaching Assistant in our school, the Governing Body are seeking to employ a person with the following qualities and experience, skills and abilities.</p> <p><b>Written application</b>  Please provide evidence drawing on your own experience how you would undertake this role at Hollyfast Primary School.</p> <p><b>References</b>  Excellent and unequivocal including enhanced DBS</p> <p><b>Health and Attendance</b>  Good health and consistent attendance.</p>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• An appropriate recognised academic qualification</li> <li>• Relevant experience within a similar environment</li> <li>• Demonstrate good literacy, numeracy and IT skills throughout experience and working knowledge</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• Initiative and enthusiasm</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• A relevant qualification in working with children at Level 3 or above or similar qualifications</li> <li>• Proven experience of relevant educational development and practice</li> <li>• Experience of primary setting including aspects of practice within KS1 and KS2</li> </ul>	<ul style="list-style-type: none"> <li>• A willingness to participate in in-service training and professional development</li> <li>• Possession of a current First Aid Certificate/Paediatric First Aid Certificate or willingness to undertake training</li> </ul>
<p><b>Skills &amp; Abilities</b></p> <ul style="list-style-type: none"> <li>• Ability to communicate, and enjoy working with children in a sensitive and caring manner</li> <li>• Promote positive behaviour strategies to support the needs of children</li> </ul>	

<ul style="list-style-type: none"><li>• Be a positive role model</li><li>• Able to liaise and communicate effectively with children and their parents/carers and maintain positive effective professional relationships with other staff members</li><li>• Able to record and present information in a neat and legible way</li><li>• Ability to recognise the importance of confidentiality at all times</li></ul>	
<p><b>Special Requirements</b></p> <p>Hollyfast is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	<ul style="list-style-type: none"><li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li></ul> <p><i>N.B For posts subject to Protection of Children and Vulnerable adults please delete as Appropriate</i></p>