

 Hollyfast Primary School Personal Specification for Teaching Assistant	Job Title: Teaching Assistant Grade: Grade 3 (4-7 Depending on experience) Directorate: People Service: Primary Schools Location: Hollyfast Primary School
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Teaching Assistant 	INTRODUCTION 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. Written application Please provide evidence drawing on your own experience how you would undertake this role at Hollyfast Primary School. References Excellent and unequivocal including enhanced DBS Health and Attendance Good health and consistent attendance.
Essential	Desirable
• An appropriate recognised academic qualification • Relevant experience within a similar environment • Demonstrate good literacy, numeracy and IT skills throughout experience and working knowledge	• Good organisational skills • Initiative and enthusiasm
Experience	
• A relevant qualification in working with children at Level 3 or above or similar qualifications • Proven experience of relevant educational development and practice • Experience of primary setting including aspects of practice within KS1 and KS2	• A willingness to participate in in-service training and professional development • Possession of a current First Aid Certificate/Paediatric First Aid Certificate or willingness to undertake training
Skills & Abilities	
• Ability to communicate, and enjoy working with children in a sensitive and caring manner • Promote positive behaviour strategies to support the needs of children	

• Be a positive role model • Able to liaise and communicate effectively with children and their parents/carers and maintain positive effective professional relationships with other staff members • Able to record and present information in a neat and legible way • Ability to recognise the importance of confidentiality at all times	
Special Requirements	
Hollyfast is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment. <i>N.B For posts subject to Protection of Children and Vulnerable adults please delete as Appropriate</i>