



## Belthorn Academy Primary School Person specification form

Post title: Teaching Assistant – Level 2a		
Grade: 4		
Requirements (based on the job description)	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), or other (give details)
<b>Qualifications</b> GCSE English and Maths or equivalent level 2 qualification	E	AF/I
<b>Experience</b> Experience of working in education Experience of working with or caring for children of relevant age Experience of Administrative work Experience of supporting pupils with challenging behaviour	D E D D	AF/I AF/I AF/I AF/I
<b>Knowledge, skills and abilities</b> Good communication skills Ability to respect the confidential nature of the role Ability to build positive relationships with others Use of IT systems, such as Microsoft Word, Outlook, Apple ipads and the ability to make effective use of ICT Good organisational skills Ability to work as part of a team Administrative skills; e.g. ability to complete filing, reprographics etc. Ability to relate well to children Knowledge of the classroom environment	E E E E E E E E E	AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I
<b>Other</b> (including special requirements) 1. Commitment to safeguarding and protecting the welfare of children and young people 2. Commitment to equality and diversity 3. Commitment to health and safety	E E E	I I I

4. Commitment to attendance at work	E	I
5. Commitment to undertake training and development	E	I

<b>Prepared by:</b> Business Manager	<b>Date:</b> 28.6.19
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<b>Note: We will always consider your references as part of the recruitment process</b>
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