| **ELLEN WILKINSON PRIMARY SCHOOL**http://webmail.ellenwilkinson.newham.sch.uk/mime.php?file=logo-sm.gif&name=logo-sm.gifhttp://webmail.ellenwilkinson.newham.sch.uk/mime.php?file=logo-sm.gif&name=logo-sm.gif  **Teaching Assistant - Person Specification** |
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These are the criteria upon which the selection process will be based. At each stage of the process the merits of each applicant will be assessed to determine how far the criteria have been matched. These stages are: short listing by the selection panel, tasks, interview by selection panel & TA test.

We strongly suggest you explain how you meet the criteria in your personal statement.

| **Expertise** | **Essential** | **Assessment Method** |
| --- | --- | --- |
| **Qualifications** | **1.1** Competent English and Mathematics skills assessed through a standard test.  **1.2** Minimum of level 3 NVQ  **1.3** Ideally GCSE or equivalent in maths and english | Application Form |
| **Successful Experience** | **2.1** Experience of working with children including parental experience.  **2.2** Able to demonstrate experience of dealing sympathetically and constructively with other adults.  **2.3** Proven experience of working positively with children with additional needs.  **2.4** Experience of working or volunteering in a school environment (D) | Application form, & interview process |
| **Skills, Knowledge & Understanding of:** | **3.1** Demonstrate an understanding of the role of the teacher and their own role in relation to teachers, other support staff, and children.  **3.2** Demonstrate knowledge and basic understanding of literacy and Numeracy.  **3.3** Demonstrate ability to use knowledge and understanding to support children and to assess their progress  **3.4** Demonstrate awareness of how children learn and the factors that affect their progress.  **3.5** Demonstrate an understanding of the different approaches needed to support the learning of various groups of pupils, including bilingual English learners and children with special educational needs.  **3.6** Demonstrate awareness of schools’ responsibility in promoting the spiritual, moral, social and cultural development of pupils.  **3.7** An awareness and understanding of the safeguarding procedures in a school (E) | Application form, & interview process |
| **Key Skills & Attributes** | **4.1** Be able to enthuse and inspire young people  **4.2** Be able to communicate clearly both verbally and in writing  **4.3** Be well organized and prepared  **4.4** To work effectively as a member of the team  **4.5** To demonstrate good judgement and investigate, solve problems and make decisions based on relevant data or information.  **4.6** Ability to work on your own initiative and to know when to seek help, or refer to others.  **4.7** Ability to manage time well and work to deadlines  **4.8** Commitment to inclusive education and equal opportunities | Application form, & interview process |
| **Personal Qualities** | **5.1** Passionate about learning and making it FUN!  **5.2** Displays warmth, care and sensitivity in dealing with children  **5.3** Open minded, self evaluative and adaptable to changing circumstances and new ideas  **5.4** Able to enthuse and reflect upon experience  **5.5** Willingness to be involved in the wider life of the school  **5.6** Ability to work flexibly  **5.7** When all the above fail, to maintain good sense of humour, a willingness to learn and the will to continue to strive for excellence | Application form, & interview process |
| **Safeguarding** | **6.1** Commitment to promoting and safeguarding the well-being and welfare of pupils  **6.2** Have the ability to form and maintain appropriate relationships and personal boundaries with children and young people, including those with challenging behaviour | Application form, & interview process |

**Above all, you need to like children, to want the very best for them and be prepared to put their needs first. You recognize the importance of educating the whole child, including all learners and achieving high standards, within a creative, broad and innovative curriculum.**