**Hambleton Primary Academy**

**Person Specification**

**Early Years Level 3 Teaching Assistant**

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| **Personal attributes required based on Job Description** | **Essential (E)**  **or**  **Desirable (D)** |
| Qualifications  1. Hold a relevant Early Years qualification at a level equivalent to at least NVQ Level 3. 2. Demonstrable levels of numeracy and literacy equivalent to GCSE (A-C). 3. May have or be working towards a relevant Foundation Degree. | E  E  D |
| Experience  1. A minimum of two years’ experience of working with children in EYFS, preferably within an education setting. 2. Experience of teaching whole classes. 3. Experience of working with children within Early Years Foundation Stage. | E  E  E |
| Knowledge  1. Knowledge and understanding of the Early Years Curriculum. 2. Understanding of behaviour management strategies. 3. Understanding of First Aid procedures.   **Skills**   1. Excellent written and oral communication skills. 2. Effective interpersonal skills both in working relationships with young pupils and professional relationships with a wide range of contacts. 3. Good organisational and time management skills. 4. Sound IT skills to support in learning and maintain electronic information systems – in particular, uploading evidence. | E  E  E  E  E  E  D |

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| **Abilities**   1. The ability to form and maintain appropriate professional relationships and boundaries with children and young people. 2. Ability and willingness to work constructively as part of a team 3. Ability to supervise pupils effectively both in and out of school in line with the school’s behaviour policy. 4. Ability to organise the classroom activities e.g. preparing and setting out resources. 5. Ability to organise the classroom activities e.g. preparing and setting out resources and organising continuous provision. 6. Ability to deal with sensitive information in a confidential manner both in and out of school. 7. Ability to help children and young people to transfer their learning to other parts of their lives. 8. Ability to provide a good role model to young pupils. 9. Ability to work in partnership with parents and teachers. 10. Ability to use own initiative and work flexibly. | E  E  E  E  E  E  D  E  E  E |
| Other Attributes  1. Understanding of safeguarding. 2. Willingness to engage in training and CPD sessions. 3. Empathy with young people facing barriers to their learning. 4. A commitment to help young pupils achieve, through education and learning. 5. An understanding of and genuine commitment to Equal Opportunities. | E  E  E  E  E |
| **Essential requirements are those without which an applicant will not be considered for appointment.** | |