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|  | **Person Specification** |

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| **Job Title:** | Teaching Assistant  |  |  |
| **Grade:** | EDU3 |  |  |
| **Location:** | Finham Primary School, Green Lane, Coventry CV3 6EJ |

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| **Knowledge** | * Understanding of relevant codes of practice/ and legislation
* Basic understanding of child development and learning
* Training in relevant learning strategies
* Knowledge of a range of strategies to promote good behaviour
* Awareness of whole-school confidentiality issues
* Knowledge of communication and speech and language difficulties would be desirable
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| **Skills and Abilities** | * To effectively use ICT and other equipment – video, photocopier
* Ability to relate well to children and adults
* Ability to self evaluate learning needs
* Able to manage the behaviour of pupils
* Able to motivate and inspire young learners
* Able to support processes and procedures for pupil learning
* Able to demonstrate initiative and work constructively as part of a team
* Able to work in a flexible and responsive way
* Demonstrates tact, discretion and confidentiality
* Demonstrates competence in numeracy and literacy
* Good communication skills
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| **Experience** | * Experience of working with children of relevant age or with specific special needs, including children with speech, language and communication difficulties
* Some early years’ experience would be desirable
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| **Educational** | * GCSE English and Mathematics
* NVQIII for Teaching Assistants is essential or equivalent qualifications or experience
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| **Special Requirements** | * This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment
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