

POST REF _ _____

POST TITLE __Teaching Assistant ____ L1_____

HOURS PER WEEK____

	ESSENTIAL	DESIRABLE	HOW MEASURED
EXPERIENCE	Experience of working with children	Experience of working in schools	Application form References Interview
EDUCATION, TRAINING AND QUALIFICATIONS	Literacy & Numeracy	C & G in Learning support Qualification in ICT	Certificates
SKILLS AND KNOWLEDGE	Literacy skills Numeracy skills Good Timekeeping Organisation skills	Understanding of child development Knowledge of Education policies Knowledge of Health & Safety	Application form References Interview Written task

	ESSENTIAL	DESIRABLE	HOW MEASURED
PERSONAL QUALITIES	Ability to work with others Ability to use own initiative Willingness to learn new skills Ability to be flexible	Sense of humour	Application form Interview Reference CRB check
WORKING ARRANGEMENTS	Able to work under the direction of others Ability to work with colleagues to meet the learning needs of pupils. To help teachers and Headteacher maintain the learning environment	Flexibility to take on other tasks as required	Application form Interview Reference CRB check

THE POST IS SUBJECT TO:

DISCLOSURE OF CONVICTIONS UNDER THE REHABILITATION OF OFFENDERS (EXEMPTION) ACT 1975.

YES NO

THE LEVEL OF DISCLOSURE FOR THIS POST IS:

- BASIC DISCLOSURE - convictions not spent
 STANDARD DISCLOSURE - for posts with children, young people, elderly, sick or disabled, administration of the law
 ENHANCED DISCLOSURE - standard disclosure plus regular care, training, supervising young people

IS THE POST POLITICALLY RESTRICTED?

YES NO

Completed by _____ A Norton _____

Signature _____ A Norton _____

Date 23.06.06