

Person Specifications: Teaching Assistant, After School Care Supervisor & Holiday Club Staff

Applicants may apply for (*and be appointed to*) more than one post. Please clearly indicate in your application which positions you are interested in.

Person Specification TA (Primary) - currently Year 1

	Essential	Desirable
Experience		
Working with or caring for school aged children	✓	
Experience of EYFS		✓
Qualifications		
Relevant qualification, e.g. NNEB, NVQ Level 2/3 etc.	✓	
Paediatric First Aid		✓
Knowledge and Understanding		
Equal Opportunities	✓	
Safeguarding	✓	
Personal Qualities		
Work as part of a team	✓	
Work collaboratively with class teacher/SENDCO	✓	
Work from own initiative and intuition	✓	
Be flexible	✓	
Desire to learn and to develop own practice	✓	
Sense of responsibility	✓	
Good time management	✓	
Good organisational skills	✓	
Support the School's aims and ethos	✓	
Maintain confidentiality on all School matters	✓	
Specific Skills		
Good level of ICT	✓	
Ability to work with children in the classroom, in small groups and 1:1 intervention	✓	
Build positive relationships with pupils	✓	
Demonstrate positive behaviour management	✓	
Show good written and verbal communication skills	✓	
Be able to follow IEPs and share observations with relevant staff	✓	
Monitor and record any intervention work carried-out	✓	

Person Specification After School Care Supervisor

	Essential	Desirable
Experience		
Working with or caring for school aged children	✓	
Experience of EYFS		✓
Experience of organising and running extra-curricular activities for primary pupils		✓
Qualifications		
Relevant qualification, e.g. NNEB, NVQ Level 2/3 etc.	✓	
Paediatric First Aid		✓
Knowledge and Understanding		
Equal Opportunities	✓	
Safeguarding	✓	
Personal Qualities		
Work as part of a team	✓	
Work from own initiative and intuition	✓	
Be flexible	✓	
Sense of responsibility	✓	
Good time management	✓	
Good organisational skills	✓	
Support the School's aims and ethos	✓	
Maintain confidentiality on all School matters	✓	
Specific Skills		
Good level of ICT		✓
Build positive relationships with pupils	✓	
Demonstrate positive behaviour management	✓	
Show good written and verbal communication skills	✓	

Person Specification Holiday Club Manager

	Essential	Desirable
Experience		
Working with or caring for school aged children	✓	
Experience of EYFS		✓
Experience of organising and running extra-curricular activities for primary pupils	✓	
Experience in completing risk assessments		✓
Qualifications		
Relevant qualification, e.g. NNEB, NVQ Level 2/3 etc.	✓	
Paediatric First Aid		✓
Knowledge and Understanding		
Equal Opportunities	✓	
Safeguarding	✓	
Personal Qualities		
Work as part of a team	✓	
Work from own initiative and intuition	✓	
Be flexible	✓	
Sense of responsibility	✓	
Good time management	✓	
Good organisational skills	✓	
Support the School's aims and ethos	✓	
Maintain confidentiality on all School matters	✓	
Specific Skills		
Good level of ICT	✓	
Build positive relationships with pupils	✓	
Demonstrate positive behaviour management	✓	
Show good written and verbal communication skills	✓	
Ability to direct a small team of Holiday Club assistants, as required	✓	

Person Specification - Holiday Club Assistant (2 positions)

Experience		
Working with or caring for school aged children	✓	
Experience of EYFS		✓
Knowledge and Understanding		
Equal Opportunities	✓	
Safeguarding	✓	
Personal Qualities		
Work as part of a team	✓	
Work from own initiative and intuition	✓	
Be flexible	✓	
Sense of responsibility	✓	
Good time management	✓	
Good organisational skills	✓	
Support the School's aims and ethos	✓	
Maintain confidentiality on all School matters	✓	
Specific Skills		
Good level of ICT		✓
Build positive relationships with pupils	✓	
Demonstrate positive behaviour management	✓	
Show good written and verbal communication skills	✓	