



## Al-Furqan Primary School

### Person Specification – Teaching & Learning Assistant Level 3 (KS1/KS2)

**Method of Assessment (M.O.A.)**

A.F. = Application Form; I = Interview;

CRITERIA	ESSENTIAL	M.O.A.
<b>EXPERIENCE</b> (Relevant work and other experience)	1. Experience of supporting children in KS1/KS2 environment, including those with special educational needs	AF/I
	2. Experience of using Information Technology to support children in the classroom	AF/I
<b>SKILLS AND ABILITIES</b> (E.g. Written communication skills, dealing with the public)	3. Good standard of education particularly in English and Mathematics (A-C)	AF/I
	4. Knowledge and understanding of a broad, balanced and relevant KS1/KS2 curriculum	AF/I
	5. Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment	AF/I
	6. Knowledge of SEN Code of Practice 2014	AF/I
	7. Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the children	AF/I
	8. Ability to provide classroom cover – with agreed parameters – in the absence of the class teacher	AF/I
	9. Ability to consistently and effectively implement agreed behaviour management strategies	AF/I
	10. Ability to use language and other communication skills that pupils can understand and relate to	AF/I
	11. Ability to establish positive relationships with children and empathise with their needs	AF/I
	12. Ability to demonstrate active listening skills	AF/I
	13. Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to children's needs, encouraging the children to stay on task	AF/I
	14. Ability to monitor the children's response to	AF/I

	<p>the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes</p> <p>15. Ability to carry out and report on systemic observations of children's knowledge understanding and skills</p> <p>16. Ability to assist in the recording of lessons and assessment as required by the teacher</p> <p>17. Ability to offer constructive feedback to children to reinforce self-esteem</p> <p>18. Ability to work effectively and supportively as a member of the school team</p> <p>19. Ability to work within and apply all school policies e.g. behaviour management, child protection, Health and Safety, Equal Opportunities</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
<b>TRAINING</b>	20. Willingness to participate in further training and developmental opportunities offered by the school to further knowledge	AF/I
<b>EDUCATION/ QUALIFICATIONS</b> NB Full regard must be paid to overseas qualifications	21. NVQ Level 3 for Teaching Assistants or equivalent	AF/I
<b>ATTRIBUTES AND ATTITUDES</b>	<p>22. Sympathetic to the Islamic faith</p> <p>23. Flexibility</p> <p>24. Creativity</p> <p>25. Energy and enthusiasm</p> <p>26. Good attendance and punctuality</p> <p>27. Ability to retain a sense of humour and of proportion</p> <p>28. Enhanced CRB clearance</p> <p>29. A commitment to safeguarding the welfare of children</p> <p>30. A commitment to equal opportunities</p>	<p>Application</p> <p>Interview</p> <p>References</p>
<b>CONTRA INDICATION</b>	<p>31. Criminal convictions involving offences against children</p> <p>32. Poor attendance record</p>	