



## West Lodge School

A co-educational prep school for 3-11 year olds

# PERSON SPECIFICATION

**POST:**

Teaching Assistant – Temporary Role

**SUMMARY OF JOB:**

To work as part of a team delivering the curriculum

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	<ul style="list-style-type: none"><li>• NVQ level 3, Nursery Nurse qualification or equivalent.</li><li>• Good literacy &amp; numeracy skills.</li><li>• Training in the relevant strategies suitable to post eg: working with young children.</li></ul>	<ul style="list-style-type: none"><li>• Appropriate Paediatric First Aid Training.</li><li>• Recent experience of supporting teaching and learning within an EYFS setting.</li></ul>	Application Form  Certificates
Experience	<ul style="list-style-type: none"><li>• Experience of working with EYFS pupils possibly with additional needs – learning, emotional, social and behavioural.</li><li>• Demonstration of high expectations of pupils' achievements and behaviour.</li><li>• Able to personalise learning to meet the needs of all pupils.</li><li>• An awareness of safeguarding and Child Protection issues.</li><li>• Proven successful behaviour management strategies.</li></ul>	<ul style="list-style-type: none"><li>• Evidence of relevant &amp; ongoing Professional Development.</li><li>• Knowledge and understanding of supporting the successful integration of children from different backgrounds.</li></ul>	Application Form  Interview  References
Training	<ul style="list-style-type: none"><li>• Well informed about current developments in education and in raising standards.</li><li>• Commitment to further training to improve teaching and learning and personal skills.</li></ul>		Application Form  Interview
Personal	<ul style="list-style-type: none"><li>• Able to work flexible hours and under pressure.</li><li>• A calm and caring nature in dealing with the challenges of the role.</li><li>• Good at taking initiative.</li><li>• Able to set &amp; sustain high standards in all areas.</li><li>• Commitment to the spiritual, moral, social and cultural development of pupils.</li><li>• Commitment to maintain values and ethos that nurture and safeguard children.</li><li>• A commitment to participate fully in the performance management cycle.</li></ul>	<ul style="list-style-type: none"><li>• An ability to communicate effectively with parents/carers.</li></ul>	Application Form  Interview  References
Skills, knowledge & understanding	<ul style="list-style-type: none"><li>• Good verbal and written communication skills.</li><li>• Able to work as an effective member of a team.</li><li>• An ability to monitor, evaluate and develop assessment strategies within EYFS / Nursery.</li><li>• Where appropriate demonstrate effective use of ICT.</li><li>• Understanding of principles of child development and learning processes and in particular, barriers to learning.</li><li>• Work constructively as part of a team understanding classroom roles and responsibilities and your own position.</li></ul>		Application Form Interview References