



## Shelton Junior School

Carlton Avenue  
 Shelton Lock  
 Derby  
 DE24 9EJ  
 Tel: 01332 701212  
 Web: [www.sheltonj.derby.sch.uk](http://www.sheltonj.derby.sch.uk)

Headteacher: Mr J. Bacon

### PERSON SPECIFICATION FOR TEACHING ASSISTANT

QUALIFICATIONS AND TRAINING	Essential/ Desirable
Meet the national occupational standards (NOS) in supporting Teaching and Learning Level 3, NVQ Level3 or equivalent qualification	E
Good general knowledge of English and Mathematics to GCSE level or above	E
Training in relevant learning strategies e.g. literacy / numeracy.	D
Willingness to undertake appropriate first aid training.	E
<b>EXPERIENCE</b>	
Minimum 2 years' experience working with and or caring for children of relevant age/subject area, in an educational setting.	E
General understanding of national curriculum and other basic learning programmes/techniques.	E
Basic understanding of child development and learning.	E
Ability to relate well to children and adults.	E
General awareness of inclusion, especially within a school setting.	E
Under direction, to provide short term cover supervision of classes.	E
<b>KNOWLEDGE AND UNDERSTANDING RELEVANT TO THE JOB</b>	
Ability to provide support for pupils, including those with special needs, ensuring their safety and access to learning activities.	E
Ability to utilise strategies to support pupils in achieving learning goals	D
Promote good pupil behaviour, and deal promptly with conflict and incidents.	E
Ability undertake pupil record keeping as requested.	E
Ability to provide support for structured and agreed learning activities/learning programmes, taking into consideration pupils learning styles.	E
Understanding of how to support Literacy/Numeracy programmes, record achievements and progress and providing appropriate reports and feedback for the teacher.	D
Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection, SEND code of conduct.	E
<b>SKILLS AND ABILITIES : Ability to</b>	
Establish good working relationships with pupils acting as a role model.	E
Display excellent communication skills.	E

***Together, we learn, trust and succeed.***

***Learn*** ... reach your full potential - *curiosity, concentration*

***Trust*** ... caring staff support every child in school - *collaboration*

***Succeed*** ... overcome barriers - *resilience, reflectiveness*

Work in a calm and patient manner.	E
Have a flexible attitude, be prepared to work in different settings and/or year groups.	E
Encourage pupils to interact with others and engage in activities led by the teacher.	E
Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.	E
Provide detailed and regular feedback to teachers on pupils' achievements and progress.	E
Support the use of ICT in learning activities and develop pupils' competence and independence in its use.	E
Work as part of a team appreciating and supporting the role of other people in the team.	E
Support the change process, remaining positive during times of change.	E
Build and maintain successful relationships with pupils.	E
Ability to improve your own practice.	E



Jon Bacon  
Headteacher

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