



ALEXANDRA PRIMARY SCHOOL

Person Specification - Teaching Assistant with experience in Early Years & Read, Write, Inc

Below is the list of essential and desirable attributes that our successful candidate will have demonstrated. All attributes coded with A should be referenced as part of the application process and will be exemplified further at interview (I) and through tasks at interview (T). References (R) will be called ahead of the interview days and referees will be asked to comment on these areas.

Attribute	Requirement	Source of Evidence
Qualifications		
Maths and Literacy (Grades A – C) at GCSE Level	Essential	A
HLTA accreditation	Desirable	A
Evidence of further studies and training	Desirable	A
Experience		
Minimum of 3 years working in EYFS, KS1	Essential	A, R
Working with children who have special educational needs/EAL/autism	Essential	A, I, R
Teaching Read, Write, Inc to small groups	Essential	A, I, T, R
Teaching individuals, groups and whole classes	Essential	A, I, T, R
Leading and managing other support staff	Desirable	A, I, R
Training or expertise in a relevant curriculum or other learning area (e.g. ICT, maths, literacy, outdoor learning)	Desirable	A, I
Skills and Abilities		
Have effective oral and written communication skills	Essential	A, I, T, R
Form effective professional relationships including team working	Essential	A, I, T, R
Have good organisational and time management skills	Essential	A, I, T, R
Have sound ICT skills	Essential	A, I
Ability to plan effective activities for all pupils including those who are at risk of 'falling behind'	Essential	A, I, T, R
Have a growth mindset to develop own knowledge and skills through evaluating personal needs	Essential	A, I, R
Ability to work independently	Essential	A, I, T, R
Remain calm under pressure and be able to adapt to change quickly	Essential	A, I, T
Use coaching and mentoring skills with adults and pupils	Desirable	A, I
Knowledge		
Relevant policies, codes of practice and legislation including safeguarding	Essential	A, I, R

National curriculum expectations particularly in maths and literacy for KS1 and KS2	Essential	A, T, R
EYFS framework	Essential	A, T
First Aid	Desirable	A, I
Multi agency working	Desirable	A, I
Personal Attributes		
A passion for learning and enhancing children's life chances	Essential	A, I, R
Able to deal with sensitive issues in a professional manner	Essential	A, I, R, T
Has high standards for self and others	Essential	A, I, R
Energy and enthusiasm	Essential	I, R
Be adaptable to changing circumstances in a positive and creative manner	Essential	A, I, R
Commitment to engage positively with difficult to reach families	Essential	I, R
Integrity and loyalty	Essential	A, I, R
The ability to retain a sense of humour and positive outlook in challenging circumstances	Essential	I, R

Alexandra Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any successful applicant will be required to undertake a DBS check before they can be appointed.