



Phoenix Infant Academy, Person Specification for post of TA Level 3

(A=Application I = Interview R = Reference)

	Essential	Desirable
Education, Qualification and training		
• Completion of DfES Teacher Assistant Induction Programme	A	
• Educated to level 2, Specifically in English and Mathematics	A	
• Evidence of continual relevant professional development	A/I	
• NVQ 2 for Teaching Assistants or equivalent qualification or experience	A/I	
• First aid training/training as appropriate		A
Knowledge & Understanding		
• Effective use of ICT to support children's' learning and the learning environment	A/I/R	
• Use of other equipment technology – video, photocopier		A/R
• Understanding of relevant policies/codes of practice and awareness of relevant legislation		A/I
• General understanding of national/EYFS curriculum		A/I
• Basic understanding of child development and learning	A/I	
• Ability to self-evaluate learning needs and actively seek learning opportunities	A/I	
Personal Skills/Qualities		
• Accurate use of Standard English both written and oral Standard English	A/I	
• Excellent inter-personal and communication skills	A/I/R	
• Excellent organisational and time management skills and an ability to prioritise effectively	A/R	
• Ability to demonstrate a positive attitude and to develop, and maintain, positive and supportive professional relationships with children, staff, parents and governors	A/R	
• A proactive/ 'hands on' approach	A/I	
• Reliable and patient	A/R	
• Prepared to be flexible		A/R
• Good sense of humour		I
• Children interests at the centre of every decision	A/I/R	
• Ability to maintain confidentiality	A/R	