Lancashire County Council

Person specification form		
Job title: Teaching Assistant - Level 3	**Grade:**	
Directorate: Children and Young People	**Post number:**	
Establishment or team:		
Requirements (based on the job description)	**Essential (E) or desirable (D)**	**To be identified by: application form (AF), interview (I), test (T), or other (give details)**
Qualifications		
NVQ level 3 qualification (or equivalent)	E	
- In exceptional circumstances, where local circumstances dictate, qualifications may be viewed as desirable.		
Experience		
Experience of working with children	E	
Experience of working in a relevant classroom/service environment	E	
Experience of Administrative work	D	
Experience of supporting pupils with challenging behaviour	D/E	
Knowledge, skills and abilities		
Ability to relate well to children	E	
Ability to work as part of a team	E	
Good communication skills	E	
Ability to relate well to parents/carers	E	
Ability to supervise and assist pupils	E	
Time management skills	D	
Organisational skills	E	
Knowledge of classroom roles and responsibilities	E	
Knowledge of the concept of confidentiality	E	
First Aid Certificate	D	
Administrative skills	D	
Knowledge of Foundation Stage/National curriculum	E	
Knowledge of numeracy and literacy strategies	E	

Ability to make effective use of ICT	E	
Ability to assess children's development	E	
Ability to plan and deliver work programmes	E	
Flexible attitude to work	E	
Other (including special requirements)		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	I
2. Commitment to equality and diversity	E	I
3. Commitment to health and safety	E	I
4. Commitment to attendance at work	E	I
5. Commitment to undertake in–service development	E	I
Prepared by:	**Date:**	
Note: We will always consider your references before confirming a job offer in writing.		