



Hayton C of E Primary School

Primary School Teaching Assistant Person Specification

Essential Criteria

1. Qualifications and Experience

- Minimum of GCSEs (or equivalent) in English and Mathematics.
- Relevant qualifications such as a Level 3 Teaching Assistant qualification, or be working towards it.
- Experience working with children in an educational setting.

2. Knowledge and Skills

- Understanding of the primary school curriculum and child development stages.
- Ability to support children with varying needs, including those with special educational needs (SEN).
- Competence in basic IT skills, including the use of educational software and resources.

3. Communication

- Excellent verbal and written communication skills.
- Ability to build effective working relationships with pupils, teachers, parents, and staff.

4. Personal Attributes

- Patience, empathy, and a positive attitude towards working with children.
- Ability to manage challenging behaviour in a calm and effective manner.
- Strong organisational and time-management skills.

5. Professionalism

- Commitment to maintaining confidentiality at all times.
- Reliability and punctuality.
- Willingness to undertake further training and professional development.

Desirable Criteria

1. Additional Qualifications and Experience

- Higher-level qualifications in education or child development.
- Experience in a similar role within a primary school environment.

- First Aid certification.

2. Additional Skills

- Training or experience in specific educational programs or interventions (e.g., phonics, literacy, numeracy programs).

3. Extra-Curricular Involvement

- Experience in organising or supporting extra-curricular activities such as sports, arts, or clubs.

4. Technological Proficiency

- Advanced IT skills, particularly in creating learning materials and using educational technology.

Key Responsibilities

- Supporting teachers in the delivery of the curriculum and daily classroom activities.
- Assisting with the preparation of learning materials and classroom displays.
- Providing one-on-one or small group support to pupils who need additional help.
- Monitoring and reporting on pupil progress and development.
- Supervising pupils during break times, on school trips, and during other activities.
- Ensuring the classroom environment is safe, engaging, and conducive to learning.

Personal Qualities

- Enthusiasm and a genuine interest in working with children.
- Flexibility and adaptability to changing situations and needs within the school environment.
- Strong sense of responsibility and dedication to fostering a positive learning environment.