



# Bowland High

Tradition, Care and Challenge

<b>Person specification</b>		
<b>Job title: Teaching Assistant</b>	<b>Grade: 4</b>	
<b>Requirements (based on the job description)</b>	<b>Essential (E) or desirable (D)</b>	<b>To be identified by: application form (AF), interview (I) or reference (R)</b>
<b>Qualifications</b>		
Minimum of 4 GCSE's at grade C or above, including English. In exceptional circumstances, where local circumstances dictate, qualifications may be viewed as desirable.	E	AF
NVQ level 2 or above qualification – appropriate to the post (or equivalent)	D	AF
<b>Experience</b>		
Experience of working with or caring for children of relevant age	E	AF
Experience of working in a relevant classroom/service environment	D	AF
Experience of Administrative work	D	AF
Experience of supporting pupils with challenging behaviour	D	AF
<b>Knowledge, skills and abilities</b>		
Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	E	I
Ability to relate well to children	E	I,R
Ability to work as part of a team	E	AF, I, R
Excellent communication skills	E	AF, I, R
Ability to supervise and assist pupils	E	I, AF
Excellent time management skills	E	I, R
Good organisational skills	E	AF, I, R
Knowledge of classroom roles and responsibilities	D	AF, I



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Knowledge of the concept of confidentiality	E	I
First Aid Certificate	D	AF
Good administrative skills	E	AF, I
Knowledge of Foundation Stage/National Curriculum	D	AF, I
Good numeracy and literacy skills	E	AF, I
Ability to make effective use of ICT	D	AF, I, R
Flexible attitude to work	E	AF, I, R
<b>Other</b> (including special requirements)		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	I, R
2. Commitment to equality and diversity		
3. Commitment to health and safety	E	I
4. Commitment to sustaining regular attendance at work	E	I
	E	I, R
<b>Prepared by:</b> L Fielden and H Kellow	<b>Date:</b> January 2025	
<b>Note:</b> We will always consider your references before confirming a job offer in writing.		

**Head Teacher:** Laura Fielden, BA (Hons) **Company No.** 07678864

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