

Teaching and Learning Assistant Person Specification

Elements required to undertake the job are provided under specific headings. Each element is essential or desirable as indicated by an E or D in the E/D column. The final column indicates how the element will be assessed: A= through application, I= through interview process.

When completing your application letter, please ensure you demonstrate through evidence, how you meet the criteria.

A TRAINING AND QUALIFICATIONS			
A1	GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English Language and Mathematics	E	A
A2	Completed a common core programme of induction for working with children	E	A
A3	Willingness to gain a Paediatric First Aid Certificate and any other training	E	A
A4	Further training on the delivery of synthetic phonics	D	A
A5	NVQ Level 3 or above for Early Years Teaching Assistants or equivalent qualification	E	A

B EXPERIENCE			
B1	Experience of working with EYFS and KS1 children	E	A/I
B2	Experience of delivering a systematic, synthetic phonics programme	D	A/I
B3	Experience of supporting pupils with the development of early reading skills	D	A/I
B4	Experience of building positive relationships with people at all levels	E	A/I
B5	Experience of building/establishing fair, respectful, trusting, supportive and constructive relationships with children and adults	E	A/I

C PROFESSIONAL KNOWLEDGE, SKILLS AND UNDERSTANDING			
C1	Caring, nurturing and supportive of all pupils	E	A/I
C2	Models high expectations of behaviour and is able to promote positive interactions with all pupils	E	A/I
C3	An understanding of how to develop social and academic learning in young children	E	A/I
C4	Possesses the knowledge and skills to adapt learning for pupils with SEND needs	E	A/I
C5	Knowledge and understanding of effective safeguarding measures	E	A/I
C6	The ability to work under supervision, both as a member of a team and individually	E	A/I

D PROFESSIONAL ATTRIBUTES			
D1	Willingness to undertake any relevant training and professional development opportunities	E	A/I
D2	Able to work independently and with initiative and flexibility, in line with school policies and procedures	E	A/I
D3	Committed to providing the best possible care for all pupils	E	A/I
D4	Able to communicate with people at all levels	E	A/I
D5	Calm under pressure and able to adapt to change quickly	E	A/I
D6	Commitment to the School's Equal Opportunities Policy	E	A/I
D7	Demonstrates an ability to deal with sensitive, confidential and emotional situations	E	A/I
D8	Effective time management and personal organisation	E	A/I
D9	Good communication skills, both written and verbal	E	A/I
D10	Ability to develop effective relationships with pupils, parents/carers and colleagues	E	A/I
D11	Ability to work effectively and supportively as a member of the school team	E	A/I
D12	Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.	E	A/I

E CONFIDENTIAL REFERENCES AND REPORTS			
E1	Positive recommendation from all referees, including current employer	E	



APPLICATION FORM AND SUPPORTING STATEMENT

The Application Form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post.

SELECTION PROCESS

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references/safeguarding checks. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service.

APPLICATIONS

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online, via email (recruitment@belvederereprep.com) or via paper copy.

SHORTLISTING

We assess all applications against the Person Specification criteria using the evidence you provide in your application. This is done by a panel of Senior Staff and Board Members. We carefully check all applications for anomalies. Candidates who best meet the person specification will be invited to an interview. We will confirm with a telephone call and notification via e-mail. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage. A small group activity will form part of the interview process.

REFERENCES

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last, employer.

INTERVIEW PROCESS

The interview process will consist of a lesson observation, written task and a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the day.

FINAL SELECTION

Following the group activity, written task and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation, if you would like.

OFFER OF EMPLOYMENT

We will make a verbal offer of employment by telephone and this will be confirmed in writing. Any offer is made subject to:

- i. References satisfactory to us
 - ii. A satisfactory DBS check
 - iii. Provision of proof of identity and qualifications
 - iv. Medical clearance
- **CLOSING DATE:** 12.30pm on 5th November 2025
 - **SHORTLISTING:** 7th November 2025
 - **GROUP ACTIVITY:** w/c 10th November 2025
 - **INTERVIEWS:** w/c 10th November 2025