

TEACHING ASSISTANT – PERSON SPECIFICATION

Attributes	Essential	Desirable	Essential criteria evidenced by – AF (Application Form); T (Test); I (Interview); R (References)
Education, Training and Qualifications <i>(evidence of qualifications will be required at interview)</i>	E1 - Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy.		AF
Experience		D1 - Experience of working with children D2 - Experience of working in a relevant classroom/service environment.	AF/Interview/ References
Knowledge, Skills and Abilities	E2 - Have confidence to assist students on an individual basis, in small group and whole class work. E3 - Ability to explain tasks simply and clearly and foster independence. E4 - Ability to supervise students and adhere to defined behaviour management policies. E5 - Ability to relate well to children. E6 - Ability to be extremely flexible in order to adapt to changing priorities/needs. E7 - Ability to liaise and communicate effectively with others. E8 - Ability to demonstrate good organisational and time management skills. E9 - Ability to reflect on and develop professional practice. E10- Ability to demonstrate emotional intelligence. E11 - Enthusiasm for supporting students with differing needs/abilities. E12 - Ability to make effective use of ICT. E13 - Excellent communication and motivational skills to engage young people.		AF/Interview/ References/Test

	<p>E14 - Be reliable, have patience and understanding and be a team player.</p> <p>E15 - Ability to set and maintain high professional standards.</p> <p>E16 - Ability to maintain strict confidentiality.</p> <p>E17 - Ability to work flexibly with people.</p> <p>E18 - Knowledge of the diverse demands of working in a multi-cultural environment.</p>		
Personal Qualities	<p>E19 - Firm but friendly approach.</p> <p>E20 - Self-motivated and confident.</p> <p>E21 - Willingness to be flexible on working hours at times, according to the needs of the school.</p> <p>E22 - Positive and enthusiastic.</p> <p>E23 - A commitment to high standards.</p> <p>E24 - Discretion and sensitivity.</p>		AF/Interview/ References
Other	<p>E25 - Satisfactory attendance record/commitment to sustained and regular attendance at work.</p> <p>E26 - Have a passionate belief in our schools' mission statement, including education in an inclusive school and the belief that all students can make outstanding progress with the best support.</p> <p>E27 - Be someone who will show initiative and enthusiasm to be involved in all aspects of school life.</p> <p>E28 - Commitment to undertake in-service development.</p> <p>E29 - To work within school policies and procedures.</p> <p>E30 - To contribute to the provision of an effective environment for learning.</p> <p>E31 - To support the promotion of positive relationships.</p> <p>E32 - To positively promote the school to support the marketing strategy.</p> <p>E33 - To take care of their own and others health and safety.</p> <p>E34 - Commitment to safeguarding and protecting the welfare of children and young people.</p>		AF/Interview/ References

Updated: April 2023