

**Person Specification**

POST TITLE:	Teaching Assistant
PAY SCALE:	Scale 2 30 hours a week 39 weeks
PURPOSE OF THE JOB:	To give general assistance to the teaching staff, both in the classroom and around the school in catering for the educational and social needs of the pupils.
RESPONSIBLE TO:	Lead Teaching Assistant

Criteria	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none">• NVQ Level 2 or higher qualification• Willingness to undertake training	
Relevant experience	<ul style="list-style-type: none">• Previous experience working with children and young people/previous experience as working as a teaching assistant.	
Knowledge and skills	<ul style="list-style-type: none">• Literacy & Numeracy literate• Awareness of child protection procedures• Knowledge of how children learn• Some understanding of barriers to learning• Knowledge of a range of strategies for behaviour management.• Able to use Outlook for e-mail.	<ul style="list-style-type: none">• ICT literate, able to use Microsoft and other packages.
Personal characteristics	<ul style="list-style-type: none">• Good communication and organisational skills• Suitability to work with young children• A flexible approach• Able to work as part of a team• Empathetic and caring• Resilient• Able to work calmly and with patience	

Additional factors	<ul style="list-style-type: none"> • Good time keeping and attendance record • Understanding and respecting confidentiality • Common sense and the ability to take responsibility • Able to maintain accurate records in line with school's policies 	
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