**PERSON SPECIFICATION**

**Teaching Assistant**

|  |  |  |
| --- | --- | --- |
|  | **Essential criteria** | **Desirable criteria** |
| **Qualifications** | English and mathematics GCSE (or equivalent) at Grade C or aboveWillingness to undertake further relevant study or training. |  |
| **Experience** | Experience of using word processing, spreadsheets, database and IT packagesExperience of working with young people and parents Experience of working in a school environmentUnderstand and be able to use a range of strategies to deal with classroom activities, the physical learning space and resources for which he/she is responsible.Experience of working with Secondary School students with Autistic Spectrum Disorder . | Experience of working with Behaviour Management, Child Protection and Special Education Needs (SEN) issuesExperience of working with SIMS or a similar data management system |
| **Knowledge and Skills** | Excellent communication skills, both written and oralExcellent administrative and organisational skillsExtremely organised and able to deliver on time and to agree quality standardsUnderstand the importance of confidentiality and discretionAbility to prioritise own workloadAbility to relate to young people | Understand current special educational needs legislation procedures for schools |
| **Personal Attributes** | Motivated, enthusiastic and flexibleFriendly, helpful, welcomingExcellent interpersonal skillsA desire to develop yourself and those around you as individualsAbility to work under pressureAccurate with good attention to detailAbility to work within a team |  |