

**THE FOREST SCHOOL**  
**PERSON SPECIFICATION – Teaching Assistant GRADE 4**

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<b>HLTA CATEGORY</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSED THROUGH:</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of education across a range of subjects</li> <li>• GCSE English or equivalent</li> <li>• ICT literate</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working with young people</li> </ul>	<ul style="list-style-type: none"> <li>• Working with challenging and/or disaffected young people</li> <li>• Knowledge and experience of the educational environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of support</li> <li>• Interview</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Able to work as a member of a team</li> <li>• Confident to work within a range of subject areas and across the secondary school age range</li> <li>• Able to work with pupils, colleagues and parents with a high level of professionalism</li> <li>• Committed to enabling pupils to improve literacy levels and engagement with learning</li> <li>• Excellent written and verbal communication and presentation skills</li> <li>• Able to manage conflict and deal positively with challenging behaviour</li> <li>• Capacity to learn new skills, take the initiative and generate ideas with the minimum of supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Committed to further development of skills through CPD / training etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of support</li> <li>• Interview</li> </ul>

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<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Likes young people and enjoys being with them</li> <li>• Able to inspire and motivate young people</li> <li>• Broad knowledge and common sense approach</li> <li>• A good listener</li> <li>• Friendly</li> <li>• Hard-working</li> <li>• Has high expectations of self and students</li> <li>• Reliable, punctual and responsible</li> <li>• Puts a high value on treating others with respect and courtesy, and building positive relationships</li> <li>• Committed to inclusion</li> </ul>	<ul style="list-style-type: none"> <li>• A willing contributor to the development of the Inclusion Team and the school</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of support</li> <li>• Interview</li> </ul>
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