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**Scale 4 Teaching Assistant Person Specification**

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| **Factors** | **Essential** | **Desirable** |
| ***Qualifications / skills / knowledge and / or ability:-***  ***You will:*** |  |  |
| * Have English and Maths GCSE at grade C or above (or equivalent) |  |  |
| * Have an understanding of child development |  |  |
| * Have experience of learners with SLD/PMLD |  |  |
| * Hold an NVQ 3 (or equivalent) |  |  |
| * Be able to disseminate information widely |  |  |
| * Be able to manage other staff and allocate tasks appropriately |  |  |
| * Be an effective communicator – a good listener, sincere and able to win people over |  |  |
| * Be able to contribute to curriculum and class planning |  |  |
| * Have good observational skills |  |  |
| * Have good ICT skills including the willingness and ability to:   + use ICT to prepare materials at the request of the teacher   + use email and other forms of electronic communication   + learn how to use a range of software to promote learning and progress in a range of curriculum areas for all pupils |  |  |
| * Have the ability to work as a member of a multi-disciplinary team |  |  |
| * Be able to organise and prioritise work |  |  |
| * Have good oral and written communication |  |  |
| * Be confident, self-motivated and able to work on your own initiative |  |  |
| * Be motivated by making a difference to children’s learning & development |  |  |
| * Be positive, adaptable and flexible in dealing with changing demands |  |  |
| * Have a good understanding of safeguarding issues in relation to pupils and staff |  |  |
| * First Aid Qualification/Mini Bus Qualification |  |  |
| * Willingness to undertake First Aid Duties/Mini Bus Driving if qualified |  |  |
| ***Personal qualities***  ***You will:*** |  |  |
| * Be a team player, valuing and respecting others |  |  |
| * Be enthusiastic, positive, conscientious and supportive with a mature and calm approach |  |  |
| * Have an empathic approach to meeting the needs of all learners |  |  |
| * Be willing to learn and develop professionally |  |  |
| * Be organised and able to work under pressure |  |  |
| * Be fully committed to equality of access and able to put policy into practice |  |  |
| * Have an excellent record for attendance and punctuality |  |  |
| * Demonstrate tact and diplomacy in all interpersonal relationships |  |  |
| * Be emotionally intelligent, with a mature, positive and calm nature |  |  |
| * Be able to work effectively as a member of a team and with a variety of professionals |  |  |
| * Have respect for the confidential nature of pupil information |  |  |