

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