# TEACHING ASSISTANT: PERSON SPECIFICATION

| Essential | Desirable | Evidence |
|---|---|---|
| **Qualifications and experience:** | | |
| <ul><li>GCSE English and Maths grades A-C.</li><li>Experience of working with children/young people.</li></ul> | <ul><li>Experience of working in a school or similar establishment.</li><li>First aid qualification or willingness to gain one.</li></ul> | Application form Letter of application References Interviews Certificate/s (to be available at interview) |
| **Knowledge and skills:** | | |
| <ul><li>Ability to build and form good relationships with students, parents/carers and colleagues.</li><li>Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, parents/carers and other professionals.</li><li>Ability to work constructively as part of a team, understanding school roles and responsibilities including own.</li><li>Good standard of numeracy and literacy skills.</li><li>Ability to use range of ICT packages and equipment effectively.</li><li>Ability to absorb and understand a wide range of information.</li></ul> | <ul><li>Working knowledge of behaviour management strategies.</li><li>Knowledge of an additional language.</li><li>Basic understanding of child development and learning principles.</li><li>Working knowledge of relevant policies and procedures, and awareness of relevant legislation.</li><li>Working knowledge of national requirements regarding curriculum delivery and other learning programmes/strategies.</li></ul> | Application form Letter of application References Interviews |
| **Personal qualities:** | | |
| <ul><li>A diplomatic and patient approach.</li><li>Able to appropriately deal with confidential information/situations.</li><li>Able to follow direction from line manager.</li><li>Ability to show initiative and to prioritise one's own work and meet required deadlines.</li><li>Efficient and meticulous in organisation.</li><li>Desire to enhance and develop skills and knowledge through CPD.</li><li>Commitment to the highest standards of child protection and safeguarding.</li><li>Recognition of the importance of personal responsibility for health and safety.</li><li>Commitment to the school's ethos, aims and its whole community.</li></ul> | | Application form Letter of application References Interviews |