



## Teaching Assistant

1. Experience	Essential	Desirable	Application	Interview and Task
Experience of working with students with complex and/or special educational needs		✓	✓	✓
Commitment to professional development	✓		✓	✓
Small group tutoring/teaching/support work		✓	✓	✓
Administration experience	✓		✓	✓
Experience in using Microsoft office package (Word, Excel, Outlook and PowerPoint etc)	✓		✓	✓
<b>2. Knowledge, skills and understanding</b>				
Knowledge, understanding and commitment to inclusion and equal opportunities	✓		✓	✓
Knowledge and understanding of the varied strategies to support students with special educational needs		✓	✓	✓
Clear understanding of effective learning and teaching styles		✓	✓	✓
Strong organisational skills	✓		✓	✓
Ability to work as part of a team or independently	✓		✓	✓
Experience of using MIS systems		✓	✓	✓
Excellent IT / Computer Skills	✓		✓	✓
<b>3. Planning, teaching and classroom management</b>				
Experience in small group tutoring/teaching/support work		✓	✓	✓
Has high disciplinary standards and good behaviour management skills		✓	✓	✓
<b>4. Monitoring, evaluation and review</b>				
Is able to monitor and track student performance and progress		✓	✓	✓
Is able to review progress and support change		✓	✓	✓



### 5. Personal Qualities and attributes

Flexible and approachable	✓		✓	✓
Is able to foster positive relationships with students and enjoys seeing them learn and progress	✓		✓	✓
Is flexible, able to work under pressure and meet deadlines	✓		✓	✓

#### Teaching Assistant/SEN Admin Support

Is a strong role model for staff and students which includes having excellent professionalism, attendance and punctuality	✓		✓	
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### 6. Other professional requirements

A commitment to, and understanding of, the wider aspects of student development, including tutoring, SMSC and the promotion of core British values	✓		✓	✓
Ability to communicate effectively with parents/carers and other professionals as necessary	✓		✓	✓
Is determined to promote a culture that celebrates success	✓		✓	✓