

Teaching Assistant Person Specification



Attribute	Essential	Desirable	Method of Assessment
Experience	<ul style="list-style-type: none"> ◦ At least 2 years TA or other relevant experience 	<ul style="list-style-type: none"> ◦ SEN Teaching Experience 	<ul style="list-style-type: none"> ◦ Letter of application ◦ References ◦ Interview
Practical Skills	<ul style="list-style-type: none"> ◦ Good organisation and an ability to prioritise ◦ High Standard of Practice. 	<ul style="list-style-type: none"> ◦ Understanding of IEPs and Statements 	<ul style="list-style-type: none"> ◦ Letter of application ◦ References ◦ Interview
Communication	<ul style="list-style-type: none"> ◦ Excellent written and verbal communication skills 		<ul style="list-style-type: none"> ◦ Letter of application ◦ References ◦ Qualifications
Personal Qualities	<ul style="list-style-type: none"> ◦ Ability to maintain confidentiality ◦ Ability to work under pressure ◦ Diplomatic ◦ Tactful ◦ Excellent time management 	<ul style="list-style-type: none"> ◦ Personable and welcoming 	<ul style="list-style-type: none"> ◦ Interview ◦ References
Strategic Thinking	<ul style="list-style-type: none"> ◦ Problem solver, strategic thinker and planner ◦ Ability to contribute to Staff team 		<ul style="list-style-type: none"> ◦ Letter of application ◦ References ◦ interview
Technology / IT Skills	<ul style="list-style-type: none"> ◦ ICT expertise and skills 		<ul style="list-style-type: none"> ◦ Application ◦ References
Education and Training	<ul style="list-style-type: none"> ◦ Minimum Level 2 Teaching and learning or equivalent 	<ul style="list-style-type: none"> ◦ SEN Qualification 	<ul style="list-style-type: none"> ◦ Letter of application ◦ References ◦ Qualifications
Equal Opportunities	<ul style="list-style-type: none"> ◦ Stepping Stones and it's staff have a obligation to implement anti-discriminatory and equal opportunities when carrying out their duties ◦ Knowledge and understanding of equal opportunities legislation 		<ul style="list-style-type: none"> ◦ Letter of application ◦ References ◦ Interview

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	<ul style="list-style-type: none"> ◦ Sympathy for the needs of students and families 		
Physical	<ul style="list-style-type: none"> ◦ Able to carry out the duties of the post with reasonable adjustments where necessary 		<ul style="list-style-type: none"> ◦ Interview ◦ Medical
Other relevant factors	<ul style="list-style-type: none"> ◦ Commit and conform to Stepping Stones values and aims ◦ Flexibility concerning hours 		<ul style="list-style-type: none"> ◦ Letter of application ◦ References ◦ Interview