

PERSON SPECIFICATION: Teaching Assistant – Level 2

Method of assessment (MoA)

AF = Application Form

O = Observation

I = Interview

R= Reference

	ESSENTIAL	METHOD OF ASSESSMENT			
		AF	O	I	R
Qualifications and knowledge	Hold a recognised qualification(NVQ Level 3, CACHE, or equivalent)	✓			
	A good standard of education particularly in English and Mathematics, at least equivalent to GCSE grade 'C' or above.	✓			
	Knowledge and understanding of the application of the Disability Discrimination Act.	✓	✓		✓
	Knowledge, understanding and the ability to differentiate materials in the classroom in relation to the needs of specific students.	✓	✓		✓
Experience	Experience of supporting students in a classroom environment, including those with special educational needs.	✓	✓	✓	✓
	Experience of supporting and working with students on the autistic spectrum.	✓	✓	✓	✓
	Experience of working in a range of settings (special and mainstream) with pupils of all ages and abilities.	✓		✓	✓
	Experience of using Information Technology to support students in the classroom.	✓	✓		✓
	Ability to work well within a supportive team structure.	✓		✓	✓
	Ability to take direction but be prepared to take initiative when required.	✓		✓	✓
Skills and Abilities	Ability to provide classroom cover – within agreed parameters.	✓		✓	✓
	Ability to consistently and effectively implement agreed behaviour management strategies.	✓		✓	✓
	Ability to use language and other communication skills that students can understand and relate to.	✓	✓	✓	✓
	Ability to establish positive relationships with students and empathise with their needs.	✓	✓		✓
	Ability to demonstrate active listening skills		✓	✓	
	Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to student's needs.	✓	✓	✓	✓
	Ability to carry out and report on systematic observations of pupil's knowledge, understanding and skills.	✓		✓	✓
	Ability to offer constructive feedback to pupils to reinforce self-esteem.	✓	✓	✓	✓

	ESSENTIAL	METHOD OF ASSESSMENT			
		AF	O	I	R
Skills and Abilities (cont..)	Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities, etc.	✓		✓	✓
	Language and communication skills	✓	✓	✓	✓
	Be proactive in the support and development of students.	✓	✓		✓
	Ability to work with students with a range of needs e.g. autism, dyspraxia, and a range of other specific learning needs.	✓		✓	✓
Personal Qualities	Evidence of and willingness to participate in further training and developmental opportunities.	✓		✓	
	Maintain confidentiality on all school matters.	✓			✓
	Ability to communicate clearly and effectively, both orally and in writing.	✓	✓	✓	✓
	Have a commitment to collaboration and co-operative working.	✓		✓	✓
	Demonstrate positive values, attitudes and behaviour and adopt high standards of behaviour in their professional role.	✓	✓	✓	✓
	Have good personal organisation	✓	✓		✓
Contra Indications	Criminal convictions involving offences against children.	✓		✓	✓