

Person Specification: Teaching Assistant

1. QUALIFICATIONS:

- graduate or alternative relevant qualifications

2. EXPERIENCE:

- experience of working with young people in an educational setting
- experience of working within a given framework, on own initiative and as part of a team (school environment preferred but not essential)

3. KNOWLEDGE AND SKILLS:

- understanding of child protection matters and what constitutes a safe school culture.
- understanding of children's needs based on equal opportunities
- understanding of the importance of maintaining confidentiality at all times where appropriate
- knowledge of basic computer software including Word, Outlook and Excel
- able to communicate effectively with a wide range of people
- able to work positively with adults and children
- able to demonstrate excellent written and oral communication skills including report writing
- able to maintain accurate files and information
- able to form and maintain positive professional relationships and appropriate boundaries with children and young people
- able to work under direction
- able to work in a demanding environment
- able to perform effectively in a variety of situations
- able to meet tight deadlines and demonstrate professional judgement when necessary.

4. PERSONAL QUALITIES:

- ability to demonstrate a professional approach to appearance, attendance and punctuality
- a belief that the best interests of students come first
- dedication to the role, resilience and willingness to learn
- an excellent record of attendance and punctuality
- empathic and capable of realistic self-assessment
- a collegiate team member with clear values
- the ability to contribute to wider school initiatives.