



The Hampshire School  
C H E L S E A

**TEACHING ASSISTANT**

**PERSON SPECIFICATION**

All of the following criteria are essential unless otherwise stated and will be tested as part of the selection process. Your personal statement should address all points below.

**Qualifications**

- Educated to GCSE level
- NVQ Level 3
- Professional Skills and Abilities
- A clear understanding of and commitment to performance reviews
- The ability to work as part of a team
- Good oral, written and ICT communication skills
- The ability to establish and maintain effective working relationships with teachers and other members of staff

**Assistant**

- Awareness of how pupils learn the various factors which affect their learning
- Excellent organisational skills with the ability to prioritise, plan, adapt and meet deadlines
- Awareness of the need to show respect and value pupils as individuals
- Excellent inter-personal skills including a willingness to accept positive criticism; the ability to listen to and empathise with others; sensitivity and discretion
- The ability to communicate effectively with individuals and groups of pupils, teachers, parents and other members of staff
- Willingness to contribute to curriculum planning
- High levels of commitment, motivation, energy and enthusiasm
- The ability to think creatively and to solve problems
- The ability to keep written records and support the development of pupils' literacy and numeracy skills with confidence
- Awareness of when to seek advice and support
- Have an understanding/ experience using the Early Years Foundation Stage curriculum framework

**Personal qualities**

- Good communication skills both orally and in writing
- Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit

- To practise equal opportunities in all aspects of the role and around the work place in line with policy
- Have a willing spirit to support all children in the setting

### **The Hampshire School**

Candidates shortlisted for interview will be required to provide evidence of qualifications.

The Hampshire School is committed to safeguarding and promoting the welfare of children and young people. All successful candidates will be subject to enhanced Disclosure and Barring Service checks along with other relevant pre-employment checks, including checks with previous employers.