

TEACHING ASSISTANT PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Knowledge/Qualifications: (including professional body qualifications, NVQs etc and Training) – What does the postholder need to know in order to be able to carry out the role to the level required.

- NVQ Level 2 / CACHE Level 2 Certificate or equivalent
- Good standard of general education e.g. GCSE English, Mathematics and Science

Skills/Abilities: Problem solving, creative thinking, team working, quality focus, customer service, report writing, IT skills, people management.

- Knowledge of the national school curriculum.
- Good questioning skills.
- Good observation and assessment skills.
- Ability to work within a team working environment and also able to work independently.
- Excellent communication and interpersonal skills.
- Confidentiality at all times in accordance with school policies.
- Display commitment to the protection and safeguarding of children and young people.

Experience:

At least 1 or 2 years experience of working with children and particularly children with special educational needs is desirable.

Personal Qualities: or character relevant to the job such as ability to work as part of a team, a caring attitude, a good listener, a sense of responsibility, a positive attitude etc.

- Calm under pressure, adaptable and energetic.
- A caring and positive attitude.
- A good listener and sensitive to pupils needs.
- A sense of responsibility.
- Positive behaviour management.
- A good sense of humour.
- Flexibility and use of initiative is very important.

Special Factors:

Ability to work flexibly e.g. to accommodate educational trips.
Responsibility for first aid if required.