

**Teaching Assistant
Personal Specification**

	Essential	Desirable	How Evidenced
Qualifications and experience	<ul style="list-style-type: none"> • A good standard of education particularly in English and Mathematics • Working with children in mainstream or specialist settings, in a paid or voluntary capacity • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these • Ability to relate well to children and adults • Effective use of ICT to support learning • Has an awareness of pupils with special educational needs • Has sufficient practical and organisational skills to contribute to the preparation, management and use of educational resources • Can complete and maintain pupil records • Ability to self-evaluate learning needs and actively seek learning opportunities 	<ul style="list-style-type: none"> • Knowledge of Safeguarding 	<ul style="list-style-type: none"> • Application Form • Interview
Knowledge and understanding	<ul style="list-style-type: none"> • Understanding of relevant policies/codes of practice and awareness of relevant legislation • General understanding of EYFS/National curriculum and other relevant learning programmes/strategies • Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of pupils 		<ul style="list-style-type: none"> • Application Form • Interview
Skills	<ul style="list-style-type: none"> • Good communication skills 		<ul style="list-style-type: none"> • Application Form

	<ul style="list-style-type: none"> • Ability to demonstrate active listening skills • Ability to consistently and effectively implement agreed behaviour management strategies • Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupil to stay on task • Ability to monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes • Ability to carry out and report on systematic observations of pupil's knowledge, understanding and skills • Ability to assist in the recording of lessons and assessment as required by the teacher • Ability to establish positive relationships with pupils and empathise with their needs 		<ul style="list-style-type: none"> • References • Interview
Personal Characteristics	<ul style="list-style-type: none"> • Ability to maintain confidentiality on all school matters • Has a caring positive attitude towards pupils welfare • Positive, patient, resilient and resourceful • Hard working, team player • Time management & organisational skills 		<ul style="list-style-type: none"> • Application Form • References • Interview
Disclosure of Criminal Record	<ul style="list-style-type: none"> • Enhanced DBS 		<ul style="list-style-type: none"> • DBS Disclosure Form