

**Teaching Assistant  
Personal Specification**

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

	<ul style="list-style-type: none"> <li>• Ability to demonstrate active listening skills</li> <li>• Ability to consistently and effectively implement agreed behaviour management strategies</li> <li>• 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</li> <li>• 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</li> <li>• Ability to carry out and report on systematic observations of pupil's knowledge, understanding and skills</li> <li>• Ability to assist in the recording of lessons and assessment as required by the teacher</li> <li>• Ability to establish positive relationships with pupils and empathise with their needs</li> </ul>		<ul style="list-style-type: none"> <li>• References</li> <li>• Interview</li> </ul>
Personal Characteristics	<ul style="list-style-type: none"> <li>• Ability to maintain confidentiality on all school matters</li> <li>• Has a caring positive attitude towards pupils welfare</li> <li>• Positive, patient, resilient and resourceful</li> <li>• Hard working, team player</li> <li>• Time management &amp; organisational skills</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• References</li> <li>• Interview</li> </ul>
Disclosure of Criminal Record	<ul style="list-style-type: none"> <li>• Enhanced DBS</li> </ul>		<ul style="list-style-type: none"> <li>• DBS Disclosure Form</li> </ul>

May 2022