

## Person Specification

### Teaching Assistant

	Essential	Desirable
Qualification and training	<p>The successful candidate will:</p> <ul style="list-style-type: none"> <li>• Have English and maths GCSEs.</li> </ul>	<ul style="list-style-type: none"> <li>• Have three A-levels in relevant subjects.</li> <li>• Safeguarding training.</li> <li>• First-aid training.</li> </ul>
Experience	<p>The successful candidates will have experience of:</p> <ul style="list-style-type: none"> <li>• Working with children.</li> <li>• Record keeping and monitoring.</li> <li>• Developing new skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Handling complaints and concerns from parents and other key stakeholders.</li> <li>• Working within a school environment.</li> <li>• Working with pupils with SEND</li> </ul>
Knowledge and skills	<p>The successful candidate will be able to:</p> <ul style="list-style-type: none"> <li>• Treat information confidentially.</li> <li>• Confidentially communicate with parents to discuss pupil progress.</li> <li>• Write pupil progress reports that can be given to classroom teachers.</li> <li>• Demonstrate an understanding of their statutory requirements concerning safeguarding, Keeping Children Safe in Education, equal opportunities, health and safety and data protection.</li> <li>• Prioritise their workload and complete all tasks required of them.</li> <li>• Demonstrate an organised and effective approach to handling a demanding workload.</li> <li>• Engage with a range of people, understanding how to change their tone and language appropriately.</li> <li>• Handle changing circumstances and varied responsibilities.</li> <li>• Take instructions and follow through on them.</li> <li>• Communicate instructions to pupils using tone and language appropriately.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Demonstrate patience and understanding, and a willingness to help pupils.</li> </ul>	
Personal Qualities	<p>The successful candidate will:</p> <ul style="list-style-type: none"> <li>• Have excellent verbal and written communication skills.</li> <li>• Have excellent time management and organisation skills.</li> <li>• Have high expectations of self and professional standards.</li> <li>• Have the ability to work as both part of a team and independently.</li> <li>• Have the ability to maintain successful working relationships with colleagues.</li> <li>• Have high levels of drive, energy and integrity.</li> <li>• Have a caring and sensitive disposition.</li> <li>• Have a reliable and flexible approach to work.</li> <li>• Have a positive and engaging personality.</li> <li>• Be dedicated to promoting their professional development and achieving desired qualifications.</li> <li>• Be able to plan and take control of situations.</li> <li>• Be capable of handling a demanding workload and successfully prioritising work.</li> <li>• Be a good team player, with the ability to also work on their own initiative.</li> <li>• Be motivating and encouraging to others.</li> </ul>	