



Person Specification – Teaching Assistant

REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	English and Maths GCSE or equivalent (A – C)	- Teaching Assistant equivalent qualification - Intervention training - Evidence of continued learning and a willingness to undertake further professional development - First Aid training.	Application form Interview References
RELEVANT EXPERIENCE	Experience as a Teaching Assistant - working within a primary school environment		Application form Interview References
SKILLS AND ATTITUDES/ PERSONAL QUALITIES	- The ability to form effective working relationships and to work in a flexible manner and adapt positively to changing circumstances - Excellent planning, organisational and time management skills - Ability to remain calm, efficient and professional whilst working under pressure - Demonstrates and provides a high level of conscientiousness, honesty and reliability - Demonstrate understanding of and commitment to equal opportunities and anti-discriminatory approaches; - A commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults - To be flexible and open to change for working on different activities	Experience of working with children with SEN – inclusion in planning/delivery/support	Application Form Interview References
KNOWLEDGE	- An understanding of relevant policies and the primary/EYFS curriculum - A knowledge of learning processes - An understanding of the assessment process across the primary range - A working knowledge of the area in which the school serves and how needs are met - Good ICT skills and use of ICT to support learning		Application form Interview References



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INTERPERSONAL/ COMMUNICATION SKILLS	• Excellent verbal communication skills for motivating children to learn • An ability to communicate effectively with a wide range of people, especially children and parents • Good written communication • Sensitivity and understanding for building good relationships with children		Application form Interview References
OTHER	• The ability to create the best conditions for learning or teaching new things • Excellent attendance record in employment (not including absences from a disability) • Flexibility to respond to the full range of responsibilities described in the job description. • A strong desire to work at this school • Reliability • Enthusiasm • A desire to see pupils succeed, display warmth, care and sensitivity when dealing with children • Expect to help with personal care, including intimate care e.g nappy changing/toileting as per school safeguarding procedures		Application form References
DISCLOSURE OF CRIMINAL RECORD	• The successful candidate's appointment will be subject to the Council obtaining a satisfactory Enhanced Disclosure from the Disclosure Barring Service. • DBS enhanced certificate		
Confidential References and Reports	• Only written reference will be considered • References will confirm professional and personal knowledge, skills and abilities as referred to above. • Positive recommendation from current employer (if appropriate) • Disclosure of Criminal Convictions (DCC) Form should candidate be shortlisted • Satisfactory DBS Clearance Pre-appointment checks: e.g. Identity check, documentation proving eligibility to work in UK, original qualification certificates, etc The amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website		