

Person Specification – Teaching Assistant

Criteria	Essential	Desirable
Experience and Qualifications	<ul style="list-style-type: none"> • Good standard of education, (GCSE grade C and above) including English & Mathematics • Experience of working with people with special or additional needs • Experience of working in a school and/or with young people 	<ul style="list-style-type: none"> • Have a NVQ Level 3 Teaching Assistant qualification or equivalent • Experience of working in a dynamic environment
Knowledge & Skills	<ul style="list-style-type: none"> • An excellent professional role model (e.g. maintaining an excellent personal attendance & punctuality record) • Highly organised and good attention to detail • High expectations of self and others • Confidence to hold firm with parents, staff and pupils when challenged to maintain school standards • Ability to effect improvement • Ability to solve problems • Ability to manage time efficiently, prioritise work • Ability to work independently and with others • Ability to communicate clearly • Excellent interpersonal skills with adults and children • Good ICT, clerical & administration skills (e.g. word processing, report production, etc.) and a willingness to learn more. • Ability to meet deadlines • Ability to use initiative 	<ul style="list-style-type: none"> • Ability to speak a community language used by parents and pupils (no additional payment)
Equal Opportunities	<ul style="list-style-type: none"> • An understanding of and commitment to Equality of Opportunity for all • Commitment with the aims and objectives of comprehensive & community education • A commitment to improving standards for all (e.g. by improving levels of attendance and punctuality of pupils) 	
Values & Disposition	<ul style="list-style-type: none"> • Confidential & discrete • Calm and supportive manner • Positive attitude • Assertive and confident • An effective team worker • Excellent attendance and punctuality • High stamina 	

	<ul style="list-style-type: none"> • Reliable and trustworthy • Flexible and adaptable • Resilient 	
Professional Development	<ul style="list-style-type: none"> • Evidence of personal development, training and qualifications • Willingness to take part in all relevant training and a commitment to one's own professional development • The calibre to become an outstanding member of staff • The ability to plan support and/or training for others • The capacity and enthusiasm to learn and continuously improve 	<ul style="list-style-type: none"> • Experience of basic first aid or hold a qualification in first aid.
Other	<p>An excellent track record demonstrating:</p> <ul style="list-style-type: none"> • Success in what you have done • A spotless record, free from attendance, capability, disciplinary or grievance issues or warnings. 	