**Galley Common Infant School – Teaching Assistant Person Specification**

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| Attributes | Essential | Desirable |
| Experience | * Experience of working with reception aged children. * Experience of Teaching Assistant work - working with individuals, groups and leading whole class teaching * Have NVQ level 2 or an equivalent qualification that demonstrates knowledge, experience and skills * Have NVQ level 3 or be working toward NVQ level 3, or have an equivalent qualification that demonstrates knowledge, experience and skills * Understanding of school’s policies relevant to the support provided and how they relate to local and national frameworks * Up to date understanding of level 2 and level 3 post * Working with Special Educational Needs children on a 1:1 or small group basis | * Have been educated to at least CSE/GCSE/O-Level * Experience of IT as a learning tool |
| Skills | * Be able to relate well to both children and adults * Good communication, persuasion and negotiation skills * Demonstrate empathy with pupils, especially those with learning difficulties * Good listening skills * Patience * Ability to work effectively in a team * Ability to take direction but be prepared to take initiative when required * Ability to take responsibility for planning own work * Ability to transfer theory and training into practice and demonstrate skills of problem solving drawing on relevant experience * Knowledge of the Foundation Stage and Key Stage 1 curriculum | * Awareness of the SEND Code of Practice. * Multi agency working * First Aid |
| Qualities | * Be able to exercise initiative and independent action * Be proactive in offering ideas * Have natural authority * Be sensitive to the needs of the children * Be flexible and adaptable * Demonstrate commitment to undertaking appropriate induction training and other short in-service training courses * Demonstrate a commitment to own professional development and be willing to undertake other appropriate training , preferably leading to national standards awards * Be trustworthy and discreet maintaining confidentiality * Have a good sense of humour * Have good interpersonal skills * Be able to work sensitively with colleagues and a range of professionals and pupils |  |