**Person Specification – Specialist Teaching Assistant**

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|  | **Essential** | **Desirable** |
| Good standard of education especially with regard to literacy and numeracy skills | **✓** |  |
| GCSE English & Maths grade C or equivalent | **✓** |  |
| Relevant behaviour management training |  | **✓** |
| Level 3 award in supporting teaching and learning in schools (or a willingness to complete within 18 months | **✓** |  |
| Used to working in a busy environment | **✓** |  |
| Experience of working with young people | **✓** |  |
| Experience of daily use of IT systems | **✓** |  |
| Experience of working with students with varying emotional needs | **✓** |  |
| Experience of working in a Secondary education setting |  | **✓** |
| Ability to work with young people sensitive and positive way | **✓** |  |
| Ability to clearly communicate in person, on telephone and in writing | **✓** |  |
| Good standard of written & spoken English | **✓** |  |
| Good knowledge and experience of Microsoft packages such as Word, Excel and PowerPoint; and emails | **✓** |  |
| To be diplomatic and tactful | **✓** |  |
| Demonstrable ability to prioritise & multitask | **✓** |  |
| Good organisational & time management skills | **✓** |  |
| Knowledge and understanding of issues relating to young people | **✓** |  |
| Ability to work with changing priorities | **✓** |  |
| Knowledge and understanding of potential barriers to learning |  | **✓** |
| To be able to demonstrate empathy with young people who have a range of learning and physical needs | **✓** |  |
| Able to demonstrate a flexible approach to work | **✓** |  |
| Ability to work on own initiative or as part of a team | **✓** |  |
| Confident, polite and friendly manner | **✓** |  |
| Willingness to participate in CPD and undertake training | **✓** |  |
| Previous experience of working in a team environment | **✓** |  |
| Ability to react positively in challenging situations | **✓** |  |