



Person Specification Teaching Assistant – General

Job Title:	Teaching Assistant – General
Responsible to:	SENCo – Line Manager
Contracted Hours/Week:	27 hours 40 minutes per week 8.30am – 3.05pm Monday to Wednesday 8.30am – 2.45pm Thursday and Friday
Contracted Weeks/Year:	39 (term time only)

Main Job purpose:	To assist students requiring various levels of support working either with individuals, separate small groups and in mainstream classes within all faculties. Keep records of students' progress as are required by the school and establish a supportive relationship with individuals/groups and parents concerned (if necessary).
--------------------------	--

Category	Criteria	Essential or Desirable	Method of Assessment
Education, Qualifications & Experience	• Education to GCSE level, grade C or above in English and Maths or equivalent	Essential	Documentary evidence Application Form
	• Experience in supporting students in a TA capacity	Desirable	
Skills, Knowledge and Understanding	• Basic working knowledge of Microsoft Office: Word, Excel and Outlook	Essential	Application Form References Interview
	• Good understanding of the role of a Teaching Assistant	Essential	
	• Good level of oral and written communication skills.	Essential	
	• Good level of organisational skills	Essential	
	• Ability to work under pressure	Essential	
	• Good time management and prioritisation skills	Essential	
	• The ability to follow instructions	Essential	
	• The ability to work as part of a team	Essential	

	• Friendly and approachable, able to demonstrate empathy	Essential	
	• Integrity and the ability to handle confidential information securely and with discretion	Essential	
	• Confidence to work alone and use own initiative.	Essential	

Personal and Professional Qualities	<ul style="list-style-type: none"> • A flexible approach 	Essential	Application Form References Interview
	<ul style="list-style-type: none"> • Ability to deal with queries in a professional manner 	Essential	
	<ul style="list-style-type: none"> • A willingness to learn new skills 	Essential	
Safeguarding	<ul style="list-style-type: none"> • Clear understanding of Safeguarding requirements and how to promote the welfare of children (training will be provided) 	Desirable	Reference Interview
	<ul style="list-style-type: none"> • Ability to maintain appropriate relationships and personal boundaries with students 	Essential	
Other	<ul style="list-style-type: none"> • Eligibility to work in the UK 	Essential	Application Form Interview
	<ul style="list-style-type: none"> • Appointment subject to enhanced DBS and validated references 	Essential	