

## Person Specification: Teaching Assistant

	Essential	Desirable
<b>Qualifications</b>	Good basic education to GCSE level at grade C or above in English and Maths, or the equivalent	Certificate or Diploma in Childcare and Education Post 16 qualifications at A level or equivalent
<b>Experience</b>	<p><b>The Teaching Assistant should have experience of:</b></p> <ul style="list-style-type: none"> <li>working with young children in present, or previous, employment and/or voluntary work (e.g. as a Brownie or Cub leader)</li> </ul>	<p><b>In addition, the Teaching Assistant might have experience of:</b></p> <ul style="list-style-type: none"> <li>being a paid worker in school, play schemes, crèches, midday supervision, after-school clubs or similar.</li> <li>working with children with additional needs</li> <li>working as a cover supervisor</li> </ul>
<b>Knowledge and understanding</b>	<p><b>The Teaching Assistant should have knowledge and understanding of:</b></p> <ul style="list-style-type: none"> <li>the needs of young children</li> <li>their role in safeguarding children.</li> <li>child development and the ways in which children learn.</li> <li>the roles played by various adults in a child's education.</li> <li>questions related to equal opportunities.</li> <li>phonic knowledge</li> </ul>	<p><b>In addition, the Teaching Assistant might have:</b></p> <ul style="list-style-type: none"> <li>the confidence and ability to manage the learning of groups of children.</li> <li>additional talents and skills that would be beneficial to the wider school.</li> <li>a willingness to partake in professional development to further knowledge skills and qualifications.</li> <li>Experience of delivering 1:1 support programmes</li> </ul>

<p><b>Skills</b></p>	<p><b>The Teaching Assistant will be able to:</b></p> <ul style="list-style-type: none"> <li>• build a strong positive working relationship with children</li> <li>• help professional staff to achieve their objectives;</li> <li>• work one to one with a special educational needs child, in small groups and as a member of a team;</li> <li>• explain tasks simply and clearly;</li> <li>• supervise and control children, and adhere to defined standards;</li> <li>• accept and respond to authority and supervision;</li> <li>• work with guidance, but under limited supervision;</li> <li>• liaise and communicate effectively with others;</li> <li>• demonstrate good organisational skills;</li> <li>• get involved in professional development, and attend courses;</li> <li>• use their initiative to present and prepare resources suitable for working with pupils</li> </ul>	<p><b>In addition, Teaching Assistant might also be able to:</b></p> <ul style="list-style-type: none"> <li>• suggest alternative ways of helping children if they are unable to understand;</li> <li>• describe, in simple terms, the process of behaviour management with children;</li> <li>• identify gaps in their own experience that they need help in filling;</li> <li>• demonstrate the ability to learn and adapt from experience.</li> <li>• monitor, record and make basic assessments about individual progress</li> </ul>
<p><b>Personal characteristics</b></p>	<p>A calm approach                  Demonstrates our school values                  Maintains confidentiality                  Has an empathic nature                  Enthusiastic and positive outlook                  Flexible team player</p>	<p>Demonstrates initiative in the classroom                  Good communication skills                  Ability to adapt to a variety of situations                  Patience and resilience                  Enjoyment of music &amp; singing to share with pupils</p>