

## PERSON SPECIFICATION

**JOB TITLE: Teaching Assistant**

Attributes	Essential	Preferred
<b>Education/ Qualifications</b>	Educated to GCSE level with Maths and English at Grades A* - C or equivalent.	A Level qualifications
<b>Experience</b>	Experience of working with learners	Previous experience in a classroom
<b>Skills/ Knowledge/ Aptitude</b>	<p>Good organisational and administrative skills associated with the provision of cover.</p> <p>Ability to communicate efficiently between staff, supply teachers and pupils.</p> <p>Ability to work co-operatively as part of a team.</p> <p>Understanding of the educational system and National Curriculum.</p> <p>Understanding of the context of lessons and expectations of work to be produced by the end of the lesson.</p> <p>Familiarity with school routines, policies and procedures applicable to classroom situations.</p>	<p>Knowledge of standard classroom equipment e.g. laptop, data projector and digital camera</p> <p>Familiarity with a therapeutic and nurturing approach to working with children.</p> <p>Knowledge of behaviour management strategies.</p> <p>The ability to create an environment conducive to learning.</p>
<b>Personal Qualities</b>	<p>An enthusiastic personality who possesses good interpersonal skills.</p> <p>A commitment to Values Education.</p> <p>Willingness to undertake training.</p> <p>Ability to work on own initiative.</p> <p>A proven attendance and punctuality record.</p> <p>High standards of literacy.</p>	
<b>Other</b>	<p>Good standard of written and oral communication:</p> <p>1] To ensure that pupils understand the instructions.</p> <p>2] To report back effectively to the teacher.</p>	Knowledge of administrative systems relating to classroom management.