

# Teaching Assistant – Person Specification



	<b>Essential</b>	<b>A/I</b>	<b>Desirable</b>	<b>A/I</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE or equivalent in English and Maths</li> </ul>	A	<ul style="list-style-type: none"> <li>First Aid qualification</li> <li>Training and/or qualifications in areas relating to the role of Teaching Assistant</li> </ul>	A A
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>Experience of working in a structured manner to achieve the outcomes required</li> <li>Knowledge of teaching and learning materials</li> <li>Experience of working effectively in accordance with procedures and deadlines</li> <li>Knowledge and understanding of classroom roles and responsibilities</li> </ul>	A/I A/I A/I A/I	<ul style="list-style-type: none"> <li>Use of management information systems</li> <li>Successful experience in a directly relevant role</li> <li>Experience of working in a school or similar environment</li> <li>Experience of working with young people</li> </ul>	A/I A/I A A
<b>Skills and Aptitude</b>	<ul style="list-style-type: none"> <li>IT literate</li> <li>Effective oral and written communication skills</li> <li>Excellent interpersonal skills</li> <li>Willing to improve own practice through observation, evaluation and discussion</li> <li>Excellent organisational and planning skills</li> <li>Flexible approach and ability to work under pressure</li> <li>Able to work effectively independently</li> </ul>	A/I A/I A/I A/I A/I A A/I	<ul style="list-style-type: none"> <li>Additional language other than English</li> <li>Experience of maintaining records, using IT systems and paper based methods</li> </ul>	A A/I
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Ability to use initiative effectively</li> <li>Ability to relate professionally and appropriately with students and staff</li> <li>Ability to manage time effectively and prioritise work</li> <li>Ability to work as part of a team</li> <li>Patience and sensitivity appropriate to the role</li> <li>Reflective practitioner</li> <li>Commitment to own personal and professional development</li> <li>Ability to work with discretion and confidentiality</li> <li>Ability to form and maintain appropriate professional relationships with students respecting personal boundaries</li> <li>A commitment to safeguarding, diversity and equality</li> </ul>	A/I A/I A/I A/I A/I A/I A/I A/I A/I A/I		

**\*A** = *Application/ References*; **I** = *Interview/ In-Tray Tasks*

