

**PERSON SPECIFICATION – TEACHING ASSISTANT**

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|  | **CRITERIA** | **ESSENTIAL (E)****DESIRABLE (D)** | **METHOD OF****ASSESSMENT** |
|  |  | **E** | **D** | Application – AInterview – IReferences - R |
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| **EXPERIENCE** |
|  | Experience of working with young adults  | 🗸 |  | A, I, R |
|  | Experience of working with students with social, emotional and behavioral problems |  | 🗸 | A, I, R |
|  | Experience of working in the secondary school context |  | 🗸 | A, I, R |
|  | Experience of successful mentoring/coaching  |  | 🗸 | A, I, R |
|  | BESD/Asperger’s experience  |  | 🗸 | A, I, R |
|  | Experience of working with ASD |  | 🗸 | A, I, R |
|  | Experience of working in care |  | 🗸 | A, I, R |
|  | Experience of working with people who have medical needs |  | 🗸 | A, I, R |
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| **EDUCATION AND PROFESSIONAL QUALIFICATIONS** |
|  | GCSE Mathematics and English at GCSE grade C/Level 5 or above | 🗸 |  | A, R |
|  | NVQ qualification in TA role |  | 🗸 | A, R |
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| **KNOWLEDGE** |
|  | Knowledge of the National Curriculum | 🗸 |  | A, I, R |
|  | Knowledge of safeguarding procedures relevant to the role | 🗸 |  | A, I, R |
|  | Clear understanding of secondary school level behavior-related issues | 🗸 |  | A, I, R |
|  | Systems and approaches to assist with mentoring and coaching students |  | 🗸 | A, I, R |
|  | Knowledge of core curriculum subjects |  | 🗸 | A, I, R |
|  | Knowledge of NVQ or competencies system |  | 🗸 | A, I, R |
|  | Clear understanding of care-related issues |  | 🗸 | A, I, R |
|  | Knowledge of basic care routines |  | 🗸 | A, I, R |
|  |  |  |  |
| **KEY SKILLS** |
|  | Very good interpersonal and communication skills  | 🗸 |  | A, I, R |
|  | Ability to establish a rapport with students to develop their social and academic potentials  | 🗸 |  | A, I, R |
|  | Polite, empathetic and friendly  | 🗸 |  | A, I, R |
|  | Able to work effectively as part of a team  | 🗸 |  | A, I, R |
|  | Excellent communication skills | 🗸 |  | A, I, R |
|  | To work well with individuals and small groups | 🗸 |  | A, I, R |
|  | To set and endeavor to maintain high expectations of behaviour | 🗸 |  | A, I, R |
|  | Good understanding and experience of using Microsoft Office Suite and 365 |  | 🗸 | A, I, R |
|  | Knowledge of school Management Information Systems |  | 🗸 | A, I, R |
|  | Understanding of education in the context of a Christian School |  | 🗸 | A, I, R |
|  | To support a small number of students with personal care  |  | 🗸 | A, I, R |
| **OTHER** |
|  | Commitment to inclusive education  | 🗸 |  |  |
|  | Support of the school’s Mission statement | 🗸 |  |  |
|  | Ability to be flexible and use initiative  | 🗸 |  |  |
|  | Willingness to learn and help the learning of others by sharing training and experience  | 🗸 |  |  |