



Person Specification

Post Title: Teaching Assistant Grade 3

Line Manager: Teaching Assistant Team Leader / SENCO

Essential and Desirable Qualities		Evidence Source					Essential <i>(All criteria must be met for shortlisting)</i>	Desirable <i>(The shortlisted candidate with the greatest number of these attributes will be offered the position)</i>
		Application Form	Letter of Application	References	Interview	Exercise with Students		
Personal Qualities	Can sustain an image of high confidence and professionalism throughout a day of stressful situations				✓			
	Confidence to work independently but seek support as necessary				✓		•	
	A reflective person, able to identify the relevant personal qualities they have that would lend itself to the demands of the position				✓		•	
	Is able to give examples of situations where they have displayed a caring, supportive, empathic and nurturing approach to supporting young people				✓		•	
	Communicates a clear enthusiasm for the post				✓		•	

Skills	Ability to produce written communications using correct spelling and grammar.		✓				•	
	Ability to communicate verbally in a clear, concise manner, to children and adults				✓	✓	•	
	Ability to understand and explain task to children and support them to successfully complete it as independently as possible					✓	•	
	At least one year's experience of working with children in either schools or youth groups	✓					•	
Experience	Experience of diffusing potentially confrontational or challenging situations	✓	✓				•	
	Experience of working in an environment that requires tact, diplomacy and confidentiality	✓	✓					•
	Experience of quickly understanding and implementing information	✓	✓					•
	Experience of using a Student Information System (or similar) to identify, monitor and respond to the pastoral needs of others	✓	✓					•
	Experience or knowledge of delivering functional skills in English	✓						•
Qualifications	Any professional qualification in the field of education (e.g., M.A. in Educational Studies, PGCE, etc)	✓						•

	Grades A*-C in both English and Maths GCSE (or equivalent)						•	
	A good knowledge of the factors that may make learning difficult for some children	✓			✓			•
Knowledge and Understanding	Evidence of recent CPD				✓		•	
	A good knowledge of and clear understanding of the principles of safeguarding practice				✓		•	
	Willingness to participate in relevant training and development	✓			✓		•	
Other	Has not engaged in any criminal activity that may bring into question their ability to safeguard children or young people			✓			•	