

Person Specification	Teaching Assistant
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Key	E (Essential) D (Desirable) A (Application Form) I (Interview)
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	Qualifications	E	D	A	I
1	GCSE grade A* - C or equivalent in Maths and English	✓		✓	✓
2	Evidence of recent relevant professional development and study e.g. working towards NVQ Level 2 or Open College Network Certificate		✓	✓	
	Successful Experience	E	D	A	I
3	Relevant experience of working effectively in a school.		✓	✓	✓
4	Able to assist in toileting and personal care of children	✓		✓	✓
	Knowledge and Understanding: Able to evidence and apply up to date secure knowledge and understanding of:	E	D	A	I
5	Child development and learning processes	✓		✓	✓
6	Health and Safety legislation and First Aid		✓		✓
	Skills Able to evidence and demonstrate the ability to:	E	D	A	I
7	Follow instructions and undertake routine tasks under the direction of the teacher.	✓			✓
8	Clarify and clearly explain instructions to pupils	✓			✓
9	Communicate clearly and effectively in the English language, both verbally and in writing with all children and adults.	✓		✓	✓
10	Use Microsoft Word, SIMS, Excel and other appropriate software effectively to a basic level.	✓		✓	
11	Work as an effective team member and independently according to the relevant circumstances.	✓			
12	Undertake administrative procedures as required in order to support the work of the teacher	✓		✓	
13	Prepare and display resources for teaching and learning activities.	✓			✓

14	Understand and comply with all school policies	✓			✓
	Attitudes and Approaches The successful candidate will:	E	D	A	I
15	Be able to respond sensitively to children, other staff, parents and the wider school community	✓			✓
16	Enjoy working with children	✓		✓	✓
17	Have genuine concern for the educational progress of children irrespective of their background or ethnicity	✓		✓	✓
18	Have high personal standards including attendance and reliability	✓			
19	Have excellent personal presentation and personal hygiene.	✓			✓
20	Demonstrate a positive approach with enthusiasm and maintain appropriate professional boundaries in relationships with children.	✓			✓
21	Be committed to safeguarding and promoting the welfare of children and successfully DBS cleared.	✓			✓